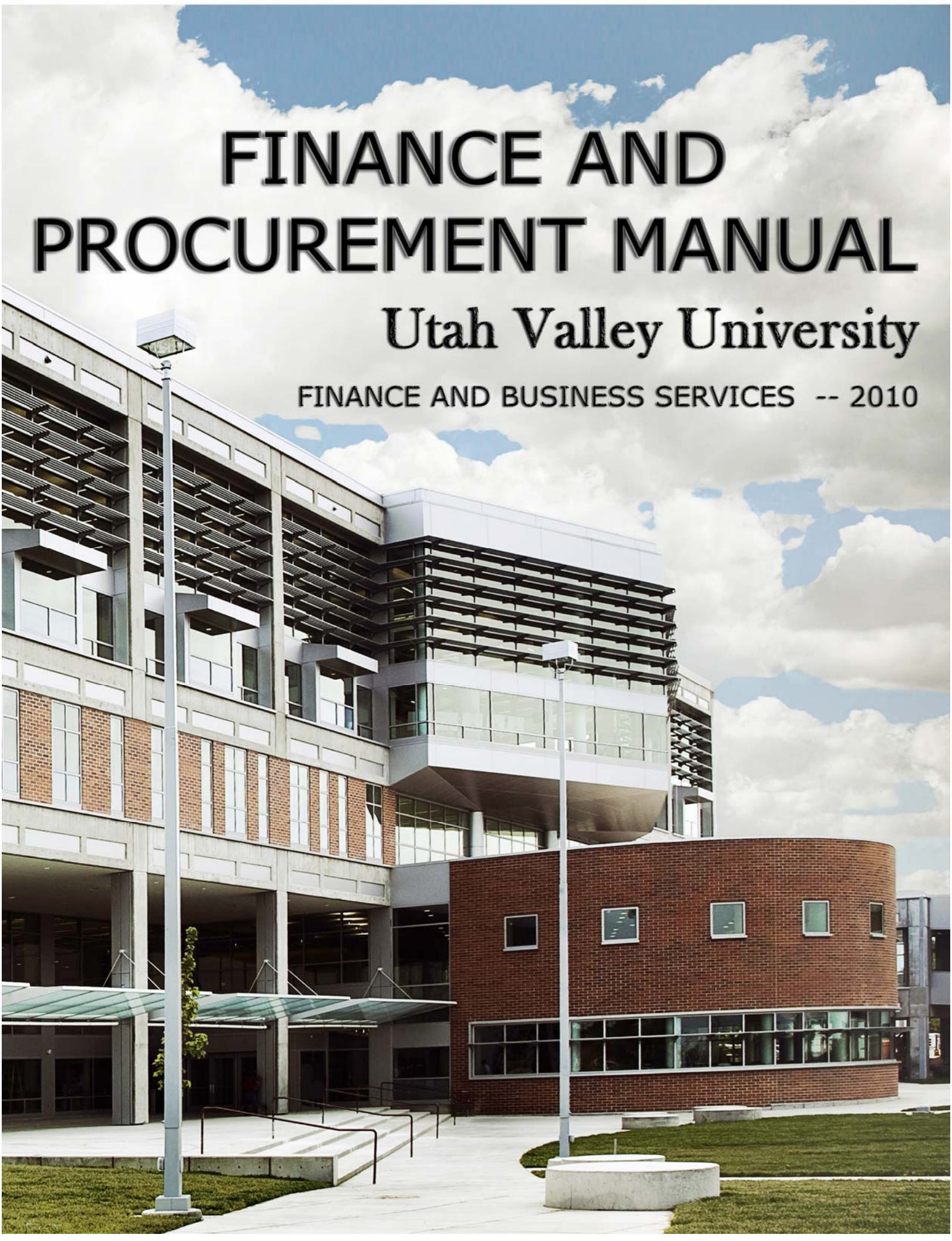
FINANCE AND PROCUREMENT MANUAL

Utah Valley University

FINANCE AND BUSINESS SERVICES -- 2010



FINANCE AND BUSINESS SERVICES

MISSION STATEMENT

Finance and Business Services will safeguard the assets and resources of the University. We will provide accurate, timely, and relevant financial data and services to assist the campus community and other stakeholders in achieving institutional goals. Our commitment is to provide these services in a professional, innovative, collaborative, and service-oriented environment.

2010

FINANCE AND BUSINESS SERVICES
PERSONNEL & CONTACT INFORMATION

Mike Francis, Assistant Vice President of Finance / Controller. 8818

ACCOUNTANTS

Main Office..... General Requests.....8294
Jacob Atkin..... Training, Banner Access, Petty Cash, Journal Entries, Dept Billings 8576
Ked Black..... Financial Statements, External Audits, Taxes, Payroll 8536
Sandy Capell ..... Foundation Accounting.....8293
Bernell Hofheins ..... Bursar – Student Business Services 8292
Wendy Hope ..... Customized Financial Reports, Plant Funds, COA Setup 8108
Troy James..... Grants, Contracts.....8958
Mike Jones..... Treasury Services, Campus ID-Card.....8291
Scott Wood..... Auxiliaries, Accounts Payable, Travel.....8822

ACCOUNTS PAYABLE

Jeannette Hall..... Payables, Check Requests, Contractual Services 8963

ACCOUNTS RECEIVABLE

Rozanne Russell ..... Billings, Payment Receipts, Sponsored Students.....8961

COLLECTIONS

Lynn Siemer..... Short-Term Payment Plans, Returned Checks, Perkins Loans, Trust Accounts 8611

COMPUTER SHOP.....Computer Upgrades, Repairs 7094

MAIL SERVICES.....USPS, UPS, FedEx, Bulk Mail, Intra Campus Mail 8181

PAYROLL

Main Office..... Paychecks, Direct Deposit, Withholdings, Advances 8841
Gary Griffin..... Payroll Officer 8290

PROCUREMENT SERVICES

Main Office..... Requisitions, Purchase Orders, Bids, Sole Source, Limited Purchase Checks.....8301
Ryan Lindstrom..... Director of Procurement Services.....8303
Jeana Miner ..... Assistant Director of Procurement Services 8429
P-Card Office..... P-Card Audits, P-Card Training, Opening/Closing Accounts.....7223

STUDENT BUSINESS SERVICES ..... Student Services/Billings/Refunds, Departmental Deposits, Tuition Holds.....7200

SURPLUS.....Surplus, Property Control 7284

TRAVEL..... Travel Arrangements, Advances, Reimbursements 8965

WAREHOUSE .....Receiving 8396

TABLE OF CONTENTS
Finance and Procurement Manual 2010

UVU Finance Policy Summary

Accounts Receivable/Cash Handling Guidelines 2
- Accounts Receivable Billing Procedures 2
- Cash Handling 5

Appropriate/Inappropriate Expenditures Summary 10
- Miscellaneous Expenditures 10
- Food Expenditures 11

Procurement Guidelines 12
- Requisitions (Requests for Purchase Order) 12
- Bid Limit 12
- Sole Source Purchases 13
- Receipt and Payment of Materials and Services 13
- Service Purchases 14
- Purchasing Violations 14
- Limited Purchase Checks (LPCs) 14
- Purchasing Cards (P-Cards) 17
- Campus Standards 21

Travel Guidelines 22
- Before Travel 22
- During the Trip 23
- After Travel 24

Protected Information 26

TABLE OF CONTENTS

Continued...

Introduction to Banner Finance

Introduction to Banner 28

Understanding the Chart of Accounts 28

Understanding INDEX Codes 30

Understanding the Organizational Hierarchy 35

Banner Finance Basics 37

Accessing Banner: Banner-Finance Forms 37

Logging into Banner 46

Navigating Banner 48

Changing Your Password (GUAPSWD) 51

Creating a Personal Menu (GUAPMNU) 52

Extracting Banner Forms to Excel 53

Banner Extras 54

Customizing Your Display (GUAUPRF) 54

Using the Calculator (GUACALC) 55

Using the Calendar (GUACALN) 55

Banner Budgeting Instructions

Transaction/Budget-Availability Queries 58

Querying Transactions Summarized by Account (FGIBDST) 60

Querying All Transactions in an Account (FGIBDST/FGITRND) 61

Viewing Individual Transaction Detail (FGIBDST/FGITRND) 63

Querying All Encumbrances for an INDEX (FGIBDST/FGIOENC) 64

Querying Individual Encumbrance Detail (FGIBDST/FGIOENC/FGIENCD) 65

TABLE OF CONTENTS

Continued...

Checking the Available Balance in a Hard-Money or Soft-Budgeted INDEX (FGIBDST/FGIBSUM) 66

Checking the Available Balance in a Soft INDEX (FGITBSR) 68

Querying Budget/Transaction Information Using UVLink 70

Intercampus Transfers 72

Making Payroll, Budget, and Journal-Voucher Transfers 72

Using the Intercampus Billing System 76

Banner Procurement Instructions

Banner Requisitions (Requests for Purchase Order) 82

Creating a Requisition (FPAREQN) 82

Creating a Stores (Warehouse Supplies) Requisition (FSAREQN) 93

Changing a Requisition (FPAREQN) 95

Denying a Requisition (FOADOCU) 95

Deleting Incomplete Requisitions (FPAREQN) 96

Canceling a Requisition (FPARDEL) 97

Searching for a Requisition (FPIRQST) 99

Checking the Status of a Requisition (FOIDOCH) 100

Checking Approval Status (FOAAINP) 102

Requisition Management 104

Approving/Disapproving Requisitions (FOAUAPP) 104

Viewing Approval History (FOIAPPH) 106

Approving/Disapproving Requisitions Using UVLink 106

E-mail Notification 108

TABLE OF CONTENTS

Continued...

Appendix

Glossary 110

Forms 114

- Budget Transfer Request Form 115
- Departmental Deposit Form 116
- Journal Voucher Form 117
- Redistribution Form 118
- Change Fund Reconciliation Form 119
- Banner Finance Access Form 120
- Banner Finance Request for New INDEX Code Form 121
- Banner Finance Request for Customized Approval Queue Form . 122
- Banner Finance Request for Change of Responsible Party Form 123
- Banner Finance Request for Change to INDEX Code Title Form . 124

Commodity Codes 125

- Commodity Codes for General Purchases 125
- Commodity Codes for Warehouse Purchases 127
- Commodity Codes for Capital Purchases 128

Account (ACC) Codes 129

- Revenue Account Codes 129
- Expense Account Codes 131

UVU Finance Policy Summary

The information contained in this manual is a summary of policy and a helpful guide, not a direct statement of the University's policies. For complete information on the University's policies, please go to the following URL:
http://www.uvu.edu/policies/officialpolicy/

Accounts Receivable/Cash Handling Guidelines

Accounts Receivable Billing Procedures

A receivable results when goods and/or services have been provided but payment has not yet been received. The function of the Accounts Receivable Department is to record these transactions and prepare invoices to individuals and businesses that owe money to the University. In order for a receivable to be recognized and accurately reported on the University's financial statements, the receivable must be processed by the Accounts Receivable Department.

NOTE: Intercampus billings should be processed using a Journal Voucher Form (see the Intercampus Transfers section, Pg.72) or by using the Banner Billing System.

NOTE: We do not recommend that you have checks sent to your department in payment of an invoice, but if you do receive the payment in your department, the check MUST be forwarded to the *Accounts Receivable Department* to be applied against the outstanding invoice. DO NOT include the check in your departmental deposit (see the Cash Handling section, Pg.5).

Billing Requests:

On-line Billing Requests: To submit an on-line billing request to an off-campus party, complete the following steps as soon as goods are sold or services have been provided:

Step 1 – In UVLink under the *Employee* tab in *The Forms Channel,* click the *Accounts Receivable Billing Procedures and Forms* link. This will take you to the Accounts Receivable Billing Forms page.

Step 2 – If you are billing a business, click on the *Business Billing Request Form* link. If you are billing an individual, click on the *Individual Billing Request Form* link. These links will take you to the appropriate on-line forms.

Step 3 – Complete the selected Billing Request Form. All billing requests must contain the following information (see figure below):

Business Billing Request Form

This is used to request an invoice to be sent to an off-campus party. Items marked with an * indicate a required field.

Please fill in all the fields that are marked with asterisk (*)

*Business Name: **A** ABC Company

Attn

*Billing Address **B** 8000 S 500 E

*City Salt Lake City *State Utah *Zip 84000

*Phone # **C** 1-801-555-5555

Street Address
(if different from billing address)

City State Zip

Purchase Order Number **D** P0055555

E *Description of Services Rendered: Provided financial service for one hour at $1,000 per hour.

***Quantity and Amount to be billed**

Quantity	Amount	*Total **F**	*Credit to Index - Account **G**
1	$ 1000	$ 1000	S11512 - 560908
	$	$	-
	$	$	-
	Grand Total =	$	

Attach File: Browse...

*Request submitted by Your Name

*Department Your Department **H**

*Extension 8576

*Date 03-30-2009

A) Name of company or person to be billed. Include a name in the *Attn* field if the invoice should be directed to a certain person.

B) Current billing address: include apartment number or suite, both the street address and a P.O. Box, if available.

C) Phone number (area code needed)

D) Purchase Order Number. PO numbers are usually required by larger businesses. Ask the business/Individual you are billing if one is required and, if so, reference the number and/or attach an electronic copy of the PO to your billing request in the *Attach File* field.

E) Description of services rendered. Be specific. Include all information that will help explain and clarify the reason for billing. Itemize amounts and include such information as dates, quantities, unit prices, etc.

F) Amount

G) INDEX code and Account code (If desired, you may include your Detail Code in the *Description of Services* field.)

H) Requestor's contact information—Include name, department, extension, and date of request.

NOTE: An electronic copy of any pertinent documentation can be attached to the on-line Billing Request Form in the *Attach File* field before submittal.

Step 4 – Click the *Submit Form* button at the bottom of the form to forward the form to the Accounts Receivable Department.

Hard-Copy Billing Requests: The simplest way to submit a Billing Request Form is through the on-line method above, but paper copies of the Billing Request Form will also be accepted through hand delivery to Browning Administration (BA) -109h, inter-campus mail (in care of Accounts Receivable to mailstop 109), or by email to *AR@uvu.edu*.

Billing Request Processing: Once a Billing Request Form is received by the Accounts Receivable Department, an official University Invoice will be prepared and sent to the customer. The INDEX and Account codes listed on the Billing Request Form will be credited at the time the invoice is sent, and the Accounts Receivable Department will track the invoice until it is paid in full.

Records and Reporting: Each month the Accounts Receivable Department e-mails an updated Outstanding Invoice Listing. The purpose of this report is to keep you informed of the status of your billing requests. Please notify the Accounts Receivable Department if any changes should be made to the billing information (i.e., address changes, amount adjustments). In addition, please notify the Accounts Receivable Department if you are aware of any extenuating circumstances that may impact collection efforts.

Collection Procedures: A series of letters and phone calls are consistently made by Accounts Receivable personnel to facilitate collection of payment. If the Accounts Receivable Department is unable to collect payment on your invoice within a reasonable amount of time, the department will send a memo to you asking you to authorize the forwarding of the invoice to the Collections Office. Please respond quickly if you receive such a memo; it will assist in the timeliness of the collections.

If the Collections office needs to send an invoice to an outside agency for assistance in collecting the debt, the revenue that was posted to your Banner INDEX will be reversed.

Invoices that are forwarded to an outside collection agency will have collection costs associated with them if the agency is successful in collecting the debt. If no signed contract stating our collection policy is in force, these collection costs will be deducted from the receivable amount and your department will only realize a portion of the revenue. You can protect your department from this loss of revenue by having customers sign a contract for services rendered with a section explaining UVU's collection procedures/policies and the charges that will apply if it becomes necessary to forward an account to an outside agency. Contact the Collections Manager at ext. 8611 for help with the appropriate wording of this contract.

NOTE: If you have further questions regarding billing procedures, please call the Accounts Receivable Department at ext. 8049 or 8961.

Cash Handling

Change Funds: If change funds are needed for sales, they must be obtained through Finance and Business Services (contact Jacob Atkin ext.8576). The guidelines below should be followed when using change funds:

- Never mix personal funds with the University's change funds.
- Never use change funds to make purchases of any kind (personal or business) as this circumvents the University's procurement policy.
- Never cash checks or IOUs from change funds.

Pre-numbered receipts/tickets: Always use Pre-numbered, cash-register/hand-written receipts or tickets when making sales. Pre-numbered receipts/tickets are only considered pre-numbered when they are purchased with the numbers printed on them or when they are created with a point of sale (POS) system (i.e., cash register). Hand written numbering is not sufficient. The guidelines below should be followed when using receipts/tickets:

- Receipts/tickets should be physically controlled by storing them in a secure area with limited access.

- Before sales are made, a range of receipt/ticket numbers should be assigned to responsible parties.
- Responsible parties should be held accountable to return all cash and unused receipts/tickets after sales have been completed.

Cash Receipts: Cash receipts, for the purposes of this section, are any monies received from departmental sales in the form of cash or check that have not been deposited with the Cashiers Office. The guidelines below should be followed when handling cash receipts:

- Cash should be physically controlled by storing it on campus in a secure area with limited access (e.g., a locked cash bag).
- Checks should be made payable only to Utah Valley University (UVU) and only in the amount of the purchase.
- Checks should be restrictively endorsed with a bank stamp immediately upon receipt.
- Cash receipts must be deposited with the Cashiers Office prior to making any departmental purchases with the funds.

  NOTE: Making purchases directly from cash receipts is a violation of the University's procurement policy.

- State law requires the University to deposit all cash receipts with its bank within three working days. To be in compliance, all departments MUST deliver their daily cash receipts to the Cashiers Office by the following working day.
- All deposits should be made at the Cashiers Office, never to an outside bank account.
- Backup documentation for all cash receipts and deposits should be retained for seven years (i.e., six years plus the current year).

Reconciliation: Once all sales are final, receipts/tickets should be promptly reconciled to cash receipts (preferably immediately after the sales) by two individuals using the Change Fund Reconciliation Form available in the Forms section of this manual, Pg.114. To fill out this form, do the following:

Step 1 – Total the cash receipts under the *Funds on Hand* and *Total* headings (see figure below).

NOTE: Steps 1-3 are to be completed by two individuals.

A) Total all bills by denomination on their respective lines under the *Funds on Hand* heading.

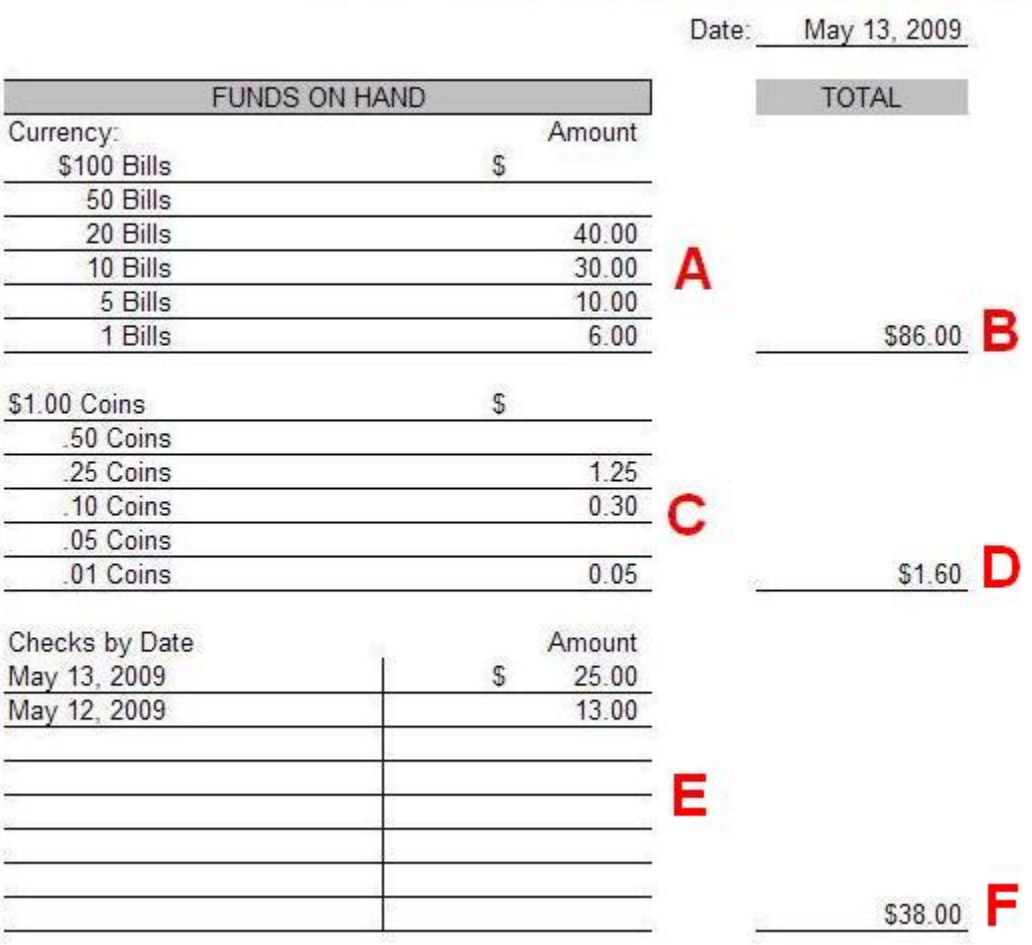
B) Enter the sum of all the bill denomination amounts under the *Total* heading, on the first line.

C) Total all coins by denomination on their respective lines under the *Funds on Hand* heading.

D) Enter the sum of all the coin denomination amounts under the *Total* heading, on the second line down.

E) Record the date and amount of each check received under the *Funds on Hand* heading.

F) Enter the sum of all the check amounts under the *Total* heading, on the third line down.



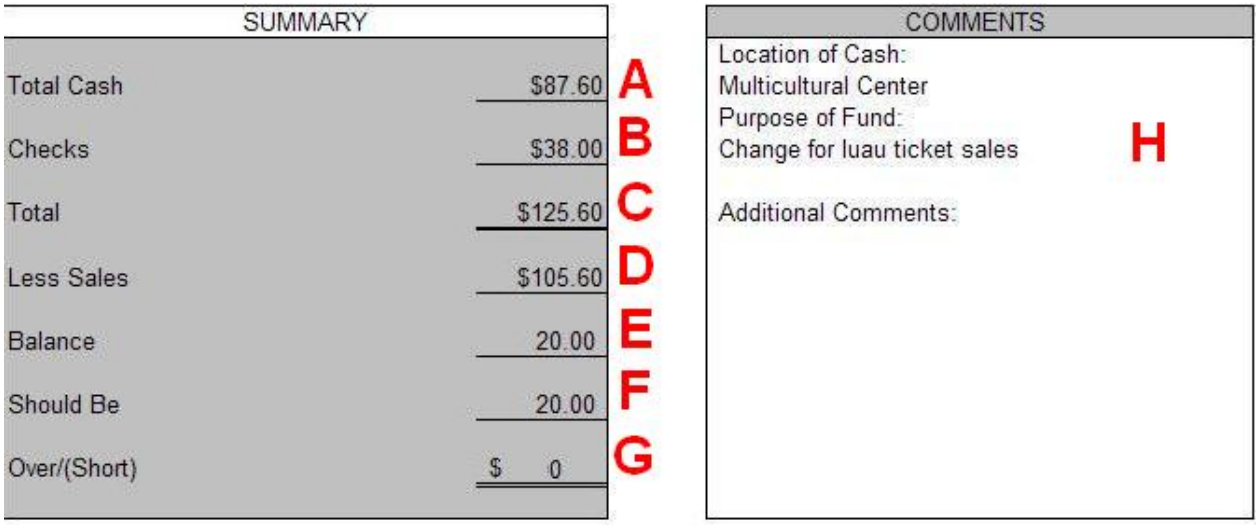
Step 2 – Complete the *Summary* and *Comments* boxes (see figure below).

A) Enter the sum of the total amounts for bills and coins, calculated in Step 1-B and D, on the *Total Cash* line of the *Summary* box.

B) Enter the total amount of checks calculated in Step 1-F on the *Checks* line.

C) Enter the sum of the amounts from the *Total Cash* and *Checks* lines on the *Total* line.

D) Enter the total amount of sales for the day (per pre-numbered receipts/tickets) on the *Less Sales* line.



SUMMARY		
Total Cash	$87.60	A
Checks	$38.00	B
Total	$125.60	C
Less Sales	$105.60	D
Balance	20.00	E
Should Be	20.00	F
Over/(Short)	$ 0	G

COMMENTS

Location of Cash:
Multicultural Center
Purpose of Fund:
Change for luau ticket sales

H

Additional Comments:

E) Enter the difference of the amounts from the *Total* and *Less Sales* lines on the *Balance* line.

F) Enter the residual amount of the change fund on the *Should Be* line.

G) Enter the difference between the *Balance* and *Should Be* lines on the *Over/(Short)* line.

H) Complete the *Comments* box.

Step 3 – Sign the form and have your co-preparer sign the form.

Step 4 – After the cash receipts have been deposited, an individual independent from Steps 1-3 should do the following:

A) Verify that the correct amount has been posted to Banner.

NOTE: The amount posted to Banner should be equal to the amount in the *Less Sales* line.

B) Sign and date the form in the *Reconciliation of Deposit Amount to Banner Entry* box.

Departmental Deposits: Cash receipts are credited to your Banner INDEX after being deposited with the Cashiers Office. Deposits can be made in person or placed in the night depository. The following guidelines should be used when preparing your deposit for submission to the Cashiers Office:

- All deposits must include a completed copy of the Departmental Deposit Form. This form is available on the Cashiers Office website and in the Forms Section of this manual, Pg.114.
- All deposits should be contained in sealed envelopes or money bags, dated, and labeled with your department name and mail code.
- Checks included in the deposit must be properly endorsed and accompanied by an adding machine tape which supports the CHECKS TOTAL on the deposit form.
- Amounts from credit/debit card sales must be accompanied by a settlement report which supports the CREDIT CARD TOTAL on the deposit form.
- All deposits should be checked by two individuals prior to submittal to ensure accuracy.

NOTE: The night depository is located in the Browning Administration Building immediately before the first window of the Cashiers Office. A key is needed to open the depository. To obtain a key, contact the Locksmith at ext. 8019.

Appropriate/Inappropriate Expenditures Summary

THIS IS ONLY AN ABBREVIATED REFERENCE. For the full policy, please go to the following URL: http://www.uvu.edu/policies/officialpolicy/

Miscellaneous Expenditures

Miscellaneous Expenditures Requiring Vice Presidential Approval:

- All expenditures $25,000.00 and above
- Departmental uniforms
- Clothing/apparel
- Gifts, prizes, and awards presented to non-employees (VP or designee)
- UVU sponsorship
- Flowers for the following:
    - Bereavement flowers for death of employee or immediate family member
    - Bereavement flowers for death of a student
    - Hospitalization of employee
- Reasonable holiday decorations
- Membership – related to Institutional business

Miscellaneous Inappropriate Expenditures:

- Personal expenses of any kind
- Charitable donations
- Gifts to employees in excess of $50 other than approved recognition programs
- Alcoholic beverages
- Going-away receptions (reasons other than retirement or leaving the University)
- Child care expenses
- Gasoline/fuel for private vehicles
- Intra-campus holiday cards
- Flowers for weddings, baby showers, Secretary's Day, Valentine's Day
- Loans (internal)
- Political contributions
- Towing and traffic/parking tickets received in a University vehicle

Special Instructions for Gifts, Prizes, and Awards:

- Properly approved gifts, prizes, and awards that are taxable for employees must be reported using a Payroll Action Form (PAF).

- Any gift, prize, or award to a non-employee greater than or equal to $600.00 per year requires completion of a W-9 by the recipient.

NOTE: For more detail regarding appropriate expenditures listed *and* not listed, please refer to UVU Expenditure Policy: Section 204 Appropriateness of Expenditures.

Food Expenditures

Food Expenditures Requiring Vice Presidential Approval:

- One faculty or staff social per year per organizational unit
- Institution-wide employee functions/events (President and/or VP)

Food Expenditure Requiring Second Level Approval: Institutional meeting/event limited to Institutional employees

Food Expenditures Requiring Associate VP, Dean, or Assistant VP Approval:

- Institution recognition/awards/academic programs
- Reasonable food/candy for welcoming/recruiting purposes

Food Expenditures Requiring Responsible Party Approval:

- Light refreshments for staff meetings
- Retirement and going-away receptions for employees leaving the University

Inappropriate Food Expenditures:

- Refreshments for meetings/receptions or waiting areas without an Institutional business purpose
- Break area food/refreshments
- Food/refreshments for baby showers, wedding showers, and birthday parties

NOTE: For more detail regarding appropriate food expenditures listed *and* not listed, please refer to UVU Expenditure Policy: Expenditure Policy B-1.4 L

NOTE: If you hold an on-campus event anywhere other than at the McKay Events Center, food for the event MUST be purchased from UVU Dining Services.

Procurement Guidelines

THIS IS ONLY AN ABBREVIATED REFERENCE. For the full policy, please go to the following URL: http://www.uvu.edu/policies/officialpolicy/

Requisitions (Requests for Purchase Order)

Requisitions are used to request products and/or services from vendors. A requisition must be submitted through Banner for all purchases except those being made with a Limited Purchase Check or a Purchasing Card. In order to comply with Utah State and UVU policy, the requisition must be approved and the purchase order completed prior to ordering any materials or services.

It is very important that your requisition include all the information necessary to place the order. Not doing so could slow down the process considerably. Please be sure to include all vendor information as well as detailed specifications of the item to be purchased, including quantity.

WARNING: Do not enter protected information in any field when creating a requisition. For a list of protected information, refer to the Protected Information section of this manual, Pg.26.

Bid Limit

If the total purchase, including freight charges, will exceed $2,999, a Request for Bid must be submitted to multiple vendors for competitive bidding. This policy applies to any purchase regardless of fund source. It is against Utah State policy to avoid this limit by submitting more than one requisition.

It is especially important to include all pertinent information on these requisitions. Specifications should be clear and concise and not vendor specific. Also, if possible, include the names and contact information of qualified vendors that you would like to be included in the bidding process. Procurement Services is responsible for submitting, processing, and awarding bids. If a purchase will exceed $30,000, an invitation to bid must be advertised in a State-wide periodical. Procurement Services will place the necessary advertisement and charge the same INDEX code that is on the original requisition. These bids must be open for two weeks. Please be aware of this timetable.

NOTE: If you use a vendor as a consultant to write up the specifications for your bid, that vendor cannot be included in the bidding process.

NOTE: If you are using a current State Contract, a bid is not required for the purchase. A link to the list of current State Contracts can be found on the Procurement Services website.

Sole Source Purchases

Sole source procurement may be used if a product or service is only available from a single supplier or for compatibility reasons. A request for sole source procurement must be submitted in writing. The Sole Source Justification Form can be found on the Procurement Services website. Procurement Services will search the market in an attempt to confirm the validity of the sole source request. Procurement Services will determine whether the materials or services may be purchased using a sole source. Please be aware that this may delay the purchasing process.

NOTE: Materials or services that can only be obtained from one vendor or manufacturer may not qualify for a sole source. Materials and services of like specifications, quality, and value must be considered.

NOTE: All purchases estimated over $30,000 and believed to be a Sole Source must be posted for two weeks on an online notification system. Please be aware of this timetable.

Receipt and Payment of Materials and Services

Materials and services must be marked “received” in the Banner system to authorize payment of the corresponding invoice(s).

Please encourage vendors to deliver all materials to Receiving. This ensures that you will receive your materials and the vendor will be paid in a timely manner.

When materials and services are received through Receiving, Receiving personnel enter the receiving information into the Banner system. If you receive materials or services directly, please contact Receiving and confirm receipt of materials or services.

All invoices should be forwarded to Accounts Payable (MS 109). Please make sure the purchase order number is listed on the invoice. Failure to forward invoices to Accounts Payable may result in delay or non-payment to the vendor.

Service Purchases

Any services received from a company must be procured using a requisition. Any services from an individual must be procured using a Contractual Service Agreement. These forms should be sent to Finance and Business Services with the appropriate signatures. If the services received are provided by a current UVU employee, payment for services rendered must be handled through the Human Resources Department.

NOTE: Contractual Service Agreements should not be used for services that would normally be provided by a UVU employee. For example, a Contractual Service Agreement should not be used for a department secretarial position.

Purchasing Violations

All purchases, except those made with a Procurement Card or Limited Purchase Check, require a purchase order and approval by Procurement Services. Failure to obtain a purchase order prior to ordering materials or services is a Utah State Law and UVU purchasing policy violation. In order to pay for unauthorized purchases, a memo stating the reason for the violation and requesting direct payment of the purchase must be submitted to Procurement Services. The memo must be signed by the appropriate Vice President. Please read the policies regarding violations for additional information.

Limited Purchase Checks (LPCs)

Limited Purchase Check Requests:

- Requests must be made with the Limited Purchase Check Request Form.
- A maximum of five checks can be requested at one time per INDEX code.
- Request must be signed by the responsible party over the INDEX code.
- INDEX code must be included (one INDEX code per request).
- Checks will be available the following Monday or Thursday, whichever is soonest.

Check Pickup: The responsible party signs and dates the request and is responsible to pick up the check(s); however, the responsible party may sign a memo designating another individual to pick up their checks by doing one of the following:

- Send a memo every time an individual other than the responsible party picks up checks. The memo needs to include the person's name who is signing for the checks, the date they are being picked up, and the INDEX code of the checks.
- Send a memo granting permission for an individual to pickup checks for one fiscal year. The memo needs to include the name of the individual authorized to

pickup checks, the INDEX code, and the fiscal year (i.e., 2006-07). An Authorization Form can be downloaded from the Procurement Services website.

Check Use:

- Checks remain the responsibility of the responsible party, regardless of who spends them.
- The user should countersign the check and include his/her driver's license number.
- A receipt or invoice must be obtained.
- A complete description of the items purchased must be included on the check receipt where indicated.

Restrictions:

- Checks cannot be written out to individuals. This includes UVU employees, students, and their relatives.
- Checks cannot be written for over the authorized maximum amount. Purchasing many items at the same time with more than one check, even if you have two invoices or receipts, is not acceptable. This is the same as using two checks for one purchase. When an invoice or receipt is more than the maximum authorized amount, the check can only be written for the maximum authorized amount.
- Checks can only be used once per day per vendor.
- The Limited Purchase Check (LPC) system is designed for small purchases and any requirements over the maximum authorized amount need to be handled by the Procurement Services.
- Checks are not to be written for cash.
- The University is EXEMPT FROM UTAH STATE SALES TAX. Do not allow the vendor to charge tax. The tax exemption number is printed on the face of the check underneath the second signature line.
- Checks written for food must have proper approvals and documentation.
- Under certain circumstances and stipulations, exceptions may be made, in writing, by Procurement Services.

Check Copy Returns:

- Within thirty days of use, the purchasing copy of the check, along with the receipt, must be returned to Procurement Services. The department copy is retained for the department's records.
- If a check is voided for any reason, the entire check (check and all copies) must be returned to Procurement Services. DO NOT KEEP THE CHECK! DO NOT DESTROY THE CHECK! Doing so may result in your department being charged for any stop payment fees.

Failure to Comply with Policy (Violations):

Violations: Violations are defined as follows:

- Checks written to individuals, UVU employees, students or their relatives
- Checks written for cash, or for an amount exceeding purchase
- Failure to return Limited Purchase Check documentation
- Use of more than one check to pay for an invoice
- Checks written for anything on the list below of items you cannot buy
- Checks written without approval for anything on the list below of items you should not buy that are not accompanied by prior approval
- Checks written for food without proper approval or documentation

Violation Actions: The following are actions that will be taken if violations occur:

- 1st violation the supervising Vice-President will be notified of the infraction
- 2nd violation will result in a 3 month probation
- 3rd violation will result in a 12 month probation
- 4th violation may result in no further consideration

NOTE: If after 12 months no further violations occur, then the previous violations will be purged, unless you have had 4 violations and are being given no further consideration.

Restricted Items:

Items You Cannot Buy: Limited Purchase Checks (LPC) CANNOT be used to purchase items that are not in agreement with the expenditure policy including, but not limited to, the following items:

- Alcoholic beverages
- Cash advances
- Construction or remodeling
- Employee benefits: entertainment, tuition, gifts, or flowers
- Fabricated equipment
- Fines (including parking tickets), late fees, or penalties
- Lodging, hotels, motels, or housing (including deposits or holds on such)
- Personal purchases
- Special services: independent contractors, performers, or speakers
- Student events, travel, tuition, scholarships, or stipends
- Travel (including airline tickets)
- Vehicle rental
- Office furniture of any kind
- Computers of any kind
- Memberships
- Food that requires VP approval

Items You Should Not Buy: Limited Purchase Checks (LPC) SHOULD NOT be used to purchase the following items:

- Gifts, gift certificates, or gift cards
- Holiday decorations
- Clothing (including monogrammed articles)

NOTE: Checks can be used for the items in the "should not" category (in accordance with University policy) with prior VP approval. Checks without prior approval will result in a violation.

Purchasing Cards (P-Cards)

When using your Purchasing Card, make sure that you follow all of the proper guidelines that have been established. The guidelines are in place to keep the Purchasing Card program running smoothly and to help both the University and its employees by allowing purchases of items that fall within the guidelines. The guidelines are as follows:

- Follow proper internal procedures specific to your department to obtain authorization to make a purchase
- Determine whether the purchase is restricted on the Purchasing Card
- Determine that the price quoted is the best you can obtain

  NOTE: Many items have University or state contracts available for superb savings. You may contact Procurement Services at ext. 8301 for special pricing contracts available.

- Be certain that the total amount, which includes shipping and handling charges, will not exceed your per-purchase limit on the card
- Do not split a transaction into smaller amounts to avoid dollar limits placed on the card
- Ensure that no sales tax is charged
- Do not give your card number to a sales representative to "keep on file" for future use
- Retain itemized receipt for records

The Purchasing Card is an ideal purchasing tool for low dollar purchases, and it is the intent of the University that the Purchasing Card program be used successfully. The above guidelines are the means that assure a successful program. Following these guidelines will not require an extraordinary amount of work and have been established to ensure that UVU funds are used in an appropriate manner.

Purchasing Card Policies: By accepting a Purchasing Card, you agree to follow the policies and procedures that have been established by UVU. This section will go over a few of the policies and procedures including monthly statements, documentation, card maintenance, and personal credit; for a complete list of all policies and procedures see the Purchasing Card Policy and Procedures Manual available on the Procurement Services website.

Monthly Statement: The billing cycle for each card is from the 11th of the month through the 10th of the next month, if the 10th falls on a weekend or holiday we will cycle at the end of the next business day. Within 7-10 business days of the end of the billing cycle you will receive your monthly statement from the bank. You are then expected to review and reconcile your monthly statements, including all relevant documentation, after which, you need to sign and date your monthly statement.

After you have signed and dated your monthly statement, you need to have your supervisor review the monthly statement and attached documentation to ensure that all purchases were for legitimate University business. Once your supervisor reviews the monthly statement, he/she needs to sign and date it, and then return it to you to keep on file.

Documentation: You will receive a monthly bank statement that details all purchases made during the billing cycle. In addition to the statements, you are expected to obtain supporting documentation from the vendor for each purchase made. A minimum of one form of documentation is necessary for each purchase made and must include a date, vendor, brief description and purpose, and the dollar amount. All of the following are acceptable forms of documentation:

- Original itemized receipt
- E-mail/internet confirmation page
- Fax confirmation page
- Telephone order form
- Packing list or invoice from shipment

Along with the monthly statement and documentation, it is advised that you use the Purchasing Card Log of Transactions to help keep track of their records. The Purchasing Card Log of Transactions becomes an ongoing record of information about the transactions made on your card. The form is simple and easy to use, and will require a minimum amount of time to maintain.

Card Maintenance/Security: You are responsible for the security of your card and the transactions made with the card. The card is issued in your name, and it will be assumed that any purchases made with the card have been made by you.

The Purchasing Card is UVU's property and should be secured just as you would secure your personal credit cards. If your card is lost or stolen, notify the

Purchasing Card Administrator, and contact **U.S. Bank Customer Service at 1-800-344-5696** immediately! Upon receipt of your call, further use of the card will be blocked. Prompt action in these circumstances can reduce UVU's liability for fraudulent charges.

In addition to your responsibility for the security of your card, you are also responsible for all purchases made on your card. To avoid purchases that may be violations and also because some vendors will only accept the card if you are the one presenting it to them, you should be the only person using your card.

Personal Credit: The Purchasing Card in no way affects your personal credit. As such, we do not require your Social Security Number to be kept on file. In place of using Social Security Numbers, UV ID numbers are used for all Purchasing Card documentation.

Since the bank requires a 9 digit ID number, a zero will be added to the front of your UV ID when providing your ID to the bank.

Purchasing Card Restrictions: Each card comes with built-in restrictions that include certain blocked supplier Merchant Category Code's (MCC) and per purchase/monthly limits. Additionally, UVU has restricted other purchases due to their business nature. Your Purchasing Card CANNOT be used to purchase the following items:

- Any purchase exceeding $1,000 (including shipping and handling)
- Alcoholic beverages
- Capital equipment or fabricated equipment
- Cash advances
- Cell phone bills, accessories, or phones
- Clothing (including monogrammed articles)
- Computers, laptops, and projectors (must be campus standard)
- Construction or remodeling (must be campus standard)
- Donations
- Employee benefits: entertainment, tuition, gifts, or flowers
- Fines (including parking tickets), late fees, or penalties
- Food and meals: candy, office meals, office parties, doughnuts, bagels, pizza, etc.
- Furniture and blinds (must be campus standard)
- Gas or oil for any vehicles
- Gifts, gift certificates, or cards
- Holiday decorations
- Memberships
- Office party items
- Personal purchases
- Printing (must be campus standard)
- Rental or lease of vehicles, facilities, buildings, or equipment

- Services that would be considered either payroll (salary) or independent contractor payments (Independent Contractor Form)
- Student events, travel, tuition, scholarships, or stipends
- Travel-related transportation, lodging, meals, etc.
- Unregistered software

NOTE: Contact the Purchasing Card Administrator at ext. 7416 or the Director of Procurement Services at ext. 8303 for special needs or exceptions.

Purchasing Card Audits: Because of the importance of this program, Procurement Services has established a separate Purchasing Card Auditing Department. The purpose of the Purchasing Card Auditors is to ensure that all cardholders are complying with the established guidelines, policies, and procedures for Purchasing Card use.

The Purchasing Card Auditors will require your records to be available on at least a yearly basis. The auditor will make arrangements to have all documentation, including signed monthly statements and receipts, brought to his/her office. This information is required to be presented to the auditor within the first two weeks of the month of request. The entire audit is required to be completed by the end of the following month.

Once the auditor has all applicable documentation, an audit of your records will be conducted by reviewing the documentation and compiling an audit report noting violations. All violations have been given point values which are shown on the following table:

Violations	Point Value
Personal Purchase	150
Splitting of Transaction	60
Purchase of Restricted Item	40
Lack of Signature on Monthly Statement	40
Receipt/Paperwork Missing (First Violation)	30
Receipt/Paperwork Missing (Second Violation)	40
Receipt/Paperwork Missing (All future Violations)	50
Fabricated Equipment or Furniture Purchase	30
Taxes Charged on Purchase	10

When the documents have been reviewed, the auditor will make arrangements to return all documentation to you and will present you with a preliminary audit report. You are then expected to review the audit report and make corrections.

Once the audit report has been corrected, the auditor will finalize the report, file it in Procurement Services, and then submit a copy of the report to you and to your Department Chair/Director.

Upon completion of the audit, new violation points will be added to your profile. Violation points accumulate from year to year and if they exceed 150 points, then the card will be revoked.

Campus Standards

Because of warranties, aesthetics, compatibility, service, and other issues, the following campus standards have been established:

NOTE: This is an abbreviated document. For more information, see the Procurement Services website.

Item	Standard
Computers	Computers (excluding Macs) must be purchased from the Computer Shop (ext.7094). To order a desktop PC, fill out a Computer Order Form located on the Computer Shop website. Mac desktops can be ordered from the UVU Bookstore with a requisition.
Laptops	Dell, Epro, Gateway, HP, IBM, Panasonic, Sony, Toshiba, and Apple are approved laptops. Laptops must include a 3-year warranty and be installed with Windows XP or Mac OS.
Printers	HP printers are the only approved network printers.
Networking/ Computer Parts	Contact IT Help Desk (ext. 8888).
Projectors	Contact Media Services (ext. 6700).
Furniture/Blinds/ Clocks/Lamps	Furniture may only be purchased with a Purchase Order. This includes, but is not limited to, roll-around file cabinets, book cases, clocks, and desktop lamps.
Construction/ Room Changes	Any construction/room changes must be approved by the Space Committee and be coordinated with the Planning Office. This includes anything being attached to a wall.
Printing	All printing jobs over $500.00 must be handled through Printing Services (ext. 8415).

Travel Guidelines

THIS IS ONLY AN ABBREVIATED REFERENCE. For the full policy, please go to the following URL: http://www.uvu.edu/policies/officialpolicy/

NOTE: Travel forms are not available on-line. Please order these forms from the warehouse using the Stores Requisition Form (FSAREQN) in Banner (see the Commodity Codes for Warehouse Purchases section, Pg.127 for travel form commodity codes). Please include your Banner Finance INDEX code on all travel forms.

NOTE: For questions and concerns, contact the Travel Office at ext. 8965, e-mail *travel@uvu.edu*, or mail stop 109. Please ask questions BEFORE the trip. This will help you avoid reimbursement problems after travel has been completed.

Before Travel

Travel Authorization: A Travel Authorization Form must be completed and approved by an appropriate supervisor for **all overnight and out-of-state travel**. The form MUST be sent to the Travel Office before any travel arrangements are made or any reimbursements are given.

Conference Registration: Conference Registration Forms should be completed and sent to Procurement Services with the Banner requisition number listed on the form. The Registration Form and check will be mailed by Accounts Payable unless other arrangements are made. Please allow sufficient processing time to meet deadlines and "early-bird" discounts. A Purchasing card may be used for conference registration.

Travel Advances: Travel advances are available for up to 75% of the estimated out-of-pocket expenses with a **minimum advance of $150**. Please check the box on the Travel Authorization Form to request an advance. Please allow enough time for processing. All advances are to be picked up in the Finance and Business Services office (BA109) by the traveler. Only airline tickets and conference registration fees are pre-paid by the University. All other expenses are to be paid by the traveler and are reimbursed by the University after travel. **Please keep all receipts.**

Airline Tickets: Airline tickets can be ordered through the Travel Office. Please give all pertinent information (i.e., times, dates, and discounts offered by the conference) to the Travel Office. UVU uses the State Travel Office to obtain state negotiated rates that can be purchased at any time and fully refundable tickets are available.

Out-of-State Travel via Private Automobile: Out-of-state travel via private automobile is reimbursed at the appropriate mileage rate multiplied by the miles driven or at the lowest available airfare which can be obtained through the Travel Office plus airport

transportation and reasonable parking fees, **whichever is less**. No additional expenses are reimbursed for travel en route. The University will reimburse only those expenses incurred had the traveler used a commercial airline. Per diem is based on the travel days if you had traveled by plane.

Rental Cars: Rental cars, if considered necessary, are to be reserved through the Travel Office. UVU obtains car rentals through the State Travel Office. Rental cars are available for both in-state and out-of-state travel. Our State contract includes:

- Reasonable rates
- Unlimited miles
- Liability and collision insurance
- A loss-damage waiver
- No charge for underage drivers
- No charge for an additional driver

Lodging Arrangements: Lodging arrangements are to be made by the traveler. Hotel deposits will not be paid by the University. Please use a travel advance (as described above) or a personal credit card to guarantee room reservations. An itemized lodging receipt is required for reimbursement. Credit card receipts are not considered to be sufficient documentation.

Travelers staying with friends or relatives will be reimbursed **$35 per night**. In this situation, please provide the name, address, and phone number of the person with whom the traveler stayed.

NOTE: All rates are subject to change.

During the Trip

Mileage: Mileage should be computed from the internet, a mileage chart, or an odometer reading. If your travel will be to several points within one area, keep track of the miles driven, and then list them as “area” travel. Mileage is reimbursed at the State of Utah rates. As of July 1, 2008, the rates are **$0.36 per mile** when a state car is available for use but not taken and **$0.505 per mile** when a state car is not available or appropriate for use.

Meal Allowances: Meal allowances are given at the State of Utah rates. As of July 1, 2008, they are as follows:

	In-state	Out-of-state
Breakfast	$9.00	$10.00
Lunch	$11.00	$14.00
Dinner	$16.00	$21.00
Total	$36.00	$45.00

An overnight stay is required to receive any meal allowance. In order to receive a full day's allowance, the traveler must leave before 7 a.m. and return after 7 p.m. Meals included in or provided by conferences will not be reimbursed.

Receipts: In order to receive a reimbursement, receipts for hotel, taxi, limousine, rental car, registration fee, etc. MUST be turned into the Travel Office. Obtain and keep receipts from all travel related expenditures. If there is any question whether or not an expenditure is reimbursable, keep the receipt.

Parking: Parking is available at the airport for **$7** per day. For more information, visit the State Travel Office Web site (http://finance.utah.gov/travel/).

NOTE: All rates are subject to change.

After Travel

The Travel Reimbursement Form: A completed Travel Reimbursement Form should be sent to Finance and Business Services within 30 days of the traveler's return. On the form, list all expenses eligible for reimbursement, attach all **Original Itemized** receipts, and subtract out any travel advance received. Both the traveler and the appropriate supervisor must sign the form. Supervisors should review Travel Reimbursement Forms before signing.

Expenses Allowed:

- Airfare (not already paid for by the University)
- Mileage for University business used on a personal vehicle OR airfare in lieu of mileage (whichever is less)
- Hotel room charge
- Parking
- Shuttle
- Per diem
- Public transportation

- Rental car

Expenses NOT Allowed:

- Personal expenses
- Hotel food charges
- Hotel movies
- Hotel bar charges
- Exercise facilities
- Personal travel or mileage
- Laundry charges
- Telephone charges (except one call home per day)

Reimbursements to the University: Any reimbursements to the University should be deposited with the Cashiers Office. Deposits should be made to your INDEX code and account code 750015 for out-of-state travel and account code 750005 for in-state travel. The deposit receipt should be sent to the Travel Office with the completed travel reimbursement form and other receipts.

NOTE: Do not send checks to the Travel Office.

Protected Information

THIS IS ONLY AN ABREVIATED REFERENCE For the full policy, please go to the following URL: http://www.uvu.edu/policies/officialpolicy/

Protected Information, for the purposes of this manual, is any specific information about an individual or independent entity that is considered private or sensitive which can lead to adverse consequences if disclosed, such as identity theft, financial loss, or invasion of privacy. Access to such data is governed by state and federal laws, both in terms of protection of the data and requirements for disclosing the data to the individual to whom it pertains. Specifically, protected information includes, but is not limited to, the following:

- Social security numbers
- Credit card information
- Birthdays
- Student directory information including: name, address, dates of attendance, phone number, field of study, and degree
- Bank account numbers
- E-mail and personal documents
- Health and medical records
- Institutional financial records
- Family financial data commonly found in financial aid applications and supporting documents
- Any identifying bio-demographic information
- Employee payroll and personnel data
- Corporate, foundation, and individual donor data
- Computer passwords/PIN authentication
- Data concerning any other individual or independent entity flagged for non-disclosure

Employees are personally responsible for the protection of such information. Do not include protected information when creating requisitions in Banner Finance, when filling out Check Request Forms, or when making journal entries/FZPLOADS.

Introduction to Banner Finance

Introduction to Banner

Banner is an Oracle ™ -based Enterprise Resource Planning System (ERP) which is an accounting-related database that connects the entire University. Banner is made up of six modules which store and allow for easy access to the University's data. The modules include the following:

- Banner General
- Banner Finance
- Banner Human Resources
- Banner Student
- Banner Financial Aid
- Banner Accounts Receivable

The focus for this manual is the use of the Banner Finance Module (Banner Finance). Its purposes include entry, storage, and timely reporting of accurate, relevant financial data. It also provides a controlled purchasing/procurement environment for creating, approving, and checking the status of requisitions (i.e., requests for purchase orders (POs)).

Understanding the Chart of Accounts

The Chart of Accounts is a systematic classification of accounts and an essential part of the Banner Finance accounting system. It defines the accounting distribution used on all transactions and organizes the data in the way needed to produce financial statements and reports. The FOAPAL string is an acronym used to identify the different elements of the Chart of Accounts: FUND, ORGANIZATION, ACCOUNT, PROGRAM, ACTIVITY, and LOCATION. The FUND, ORGANIZATION, ACCOUNT, and PROGRAM codes are the primary Chart of Accounts elements used for classification, budgeting, recording, and/or reporting. The ACTIVITY and LOCATION codes are used to provide more specific performance-related detail for transactions. An INDEX code is used to default certain FOAPAL elements, normally the FUND, ORGANIZATION, and PROGRAM.

FUND:

- A FUND code identifies ownership or the funding source.
- It is the balance sheet or general ledger which organizes the information into a self-balancing set of accounts: Assets = Liabilities + Fund Balance (Equity).
- Some specific FUND categories include: State Appropriations, Restricted Grants, Private Donations, Institutional Interest Income (III), Student Fee Revenue, Auxiliaries, and Agency Funds.

ORGANIZATION (ORG):

- An ORG code identifies a department or budget unit.
- It defines “who” is spending the money.
- ORG codes are organized according to a hierarchy patterned after the University’s organizational chart.
- ORG codes are the operating or subsidiary ledger that tracks the detail of revenue and expenditures (income statement items).
- Budgeting is done at the ORG code level.

ACCOUNT (ACC):

- An ACC code classifies or categorizes a transaction.
- General Ledger ACC codes are assets, liabilities, and fund balance.
- Operating Ledger ACC codes are revenue/income, expenditure and transfer.
- Budgets are also categorized by ACC codes: Salaries, Hourly Wages, Benefits, Current Expense, Capital Expenditures, and Travel.
- Using a Commodity code on a Banner requisition will automatically assign the proper ACC code.

PROGRAM (PROG):

- A PROG code identifies a function.
- PROG codes are based on the definitions provided by the National Association of College and University Business Offices (NACUBO).
- PROG code categories are: Instruction, Academic Support, Student Services, Institutional Support, Operation and Maintenance of Plant, Student Financial Aid, Auxiliary Enterprises, Research, and Public Service.

ACTIVITY (ACTV):

- An ACTV code tracks specific projects within an ORG code.
- ACTV codes are optional and are only used in specific situations.
- ACTV codes cannot be used to set up separate budgets within the same ORG code.
- An example of using ACTV codes is the Facilities Department having one ORG code for remodeling, but using ACTV codes to track specific remodeling projects within that ORG (and INDEX) code.

LOCATION: LOCATION codes can be used with the fixed assets system to identify where assets are physically located. However, UVU is not currently using these codes.

INDEX Codes:

- An INDEX code is used to default and group together certain FOAPAL elements.
- INDEX codes should be used on all transactions.
- Most commonly, FUND, ORG, and PROG will be defaulted.
- If an ACTV code is being used, that will also be defaulted and the INDEX code name will be the same as the ACTV code name.
- The FOAPAL elements that are defaulted from an INDEX code should never be changed.

A FOAPAL string is a complex concept to grasp. Here is a simple way to think of how a transaction is organized by a FOAPAL:

"I made a purchase with this money (FUND) for my department (ORG). I purchased this type of product or service (ACC). This purchase will help the University fulfill this function (PROG) by helping complete this project (ACTV)."

Although the above example does not represent a 100% accurate usage of a FOAPAL string, it gives you a general idea of how each element is used.

Understanding INDEX Codes

To save time and to ensure data is accurately entered into Banner Finance, INDEX codes were developed. An INDEX code normally defaults a unique combination of FUND, ORG, and PROG codes for each transaction.

An INDEX code can be compared to a personal bank account number. When you provide a bank with your account number, the bank knows who you are and to which bank account your money is to be deposited or withdrawn based on that number. In the same way, when you provide Banner with an INDEX code, Banner knows your ORG and to which FUND and PROG your ORG's money is to be deposited or withdrawn. Each college, school, department, club, etc. can request as many INDEX codes as are necessary to "bank" with Banner and properly account for the transactions they are incurring.

There are three different types of INDEX codes: Hard, Soft, and Soft Budgeted. The INDEX code type is displayed on the weekly e-mailed Manager's Summary report with the following key: H = Hard, S = Soft, SB = Soft Budgeted. It is important to know the type of INDEX codes you are working with because they are accounted for differently and the Available Balance is calculated differently for each one. These INDEX code types are described below.

Hard Money INDEX Codes:

- Each fiscal year, funds from the Utah State Legislature are appropriated to the University. INDEX codes budgeted from these State appropriated funds are known as Hard Money INDEX codes. Hard Money INDEX codes operate with budgets.
- The Budget Office controls the budgets and makes all budget adjustments and budget transfers.
- Hard Money INDEX codes have a unique ORG code that is used for that INDEX code and any related INDEX codes using a different PROG or ACTV code.
- Hard Money INDEX codes all share the same FUND code.
- Revenue CANNOT be posted to a Hard Money INDEX Code. Annually, under the direction of the President, the Budget Office will publish guidelines for processing of year-end appropriated INDEX code balances.
- To determine the amount available to spend, use the Hard Money Summary or the Manager's Summary weekly reports e-mailed to the responsible party. You can also look at FGIBAVL or FGIBSUM in Banner (see Pg.66).

Soft Money INDEX Codes:

- INDEX codes with sources of funding other than State appropriations are called Soft Money INDEX Codes.
- For most Soft Money INDEX Codes, the balance will roll from one fiscal year to the next, i.e. you will not lose the funds if they are not spent by the end of the fiscal year.
- To determine the amount available to spend, use the Soft Money Summary or the Manager's Summary weekly reports e-mailed to the responsible party. You can also look at FGITBSR in Banner (see Pg.68).
- Budgets are entered on regular Soft Money INDEX codes to be used by the requisition system in Banner. The budget entered may be based on the actual Fund Balance or may be estimated. The budget should not be viewed as an accurate indicator of funds available; it is only used for NSF (Non-Sufficient Funds) checking when processing a requisition. See the Soft-Budgeted INDEX Codes section below for different information about those budgets.
- Soft Money INDEX codes have a unique FUND that is used only for that INDEX code and any related INDEX codes using a different ACTV code.

Soft Budgeted INDEX Codes:

- Soft Money INDEX codes that do use budgets to determine the available balance are called Soft Budgeted INDEX codes.
- One group of Soft Budgeted INDEX codes use a common FUND and several ORG codes (similar to Hard Money). This group includes Institutional Interest Income (III), Student Fee Revenue, Athletic Fee Revenue, and some grants.

- Another group of Soft Budgeted INDEX codes represent Federal and State Grants. Because many of these grants operate on a reimbursement basis, a budget is used to indicate the total funds that are available to receive reimbursement, or that have been awarded.
- To determine the amount available to spend, use the III, Student Fee, Athletic Fee, or Federal & State Grants Summary; or the Manager's Summary weekly reports e-mailed to the responsible party. You can also look at FGIBAVL or FGIBSUM in Banner (see Pg.66)

Summary of INDEX Code Types:

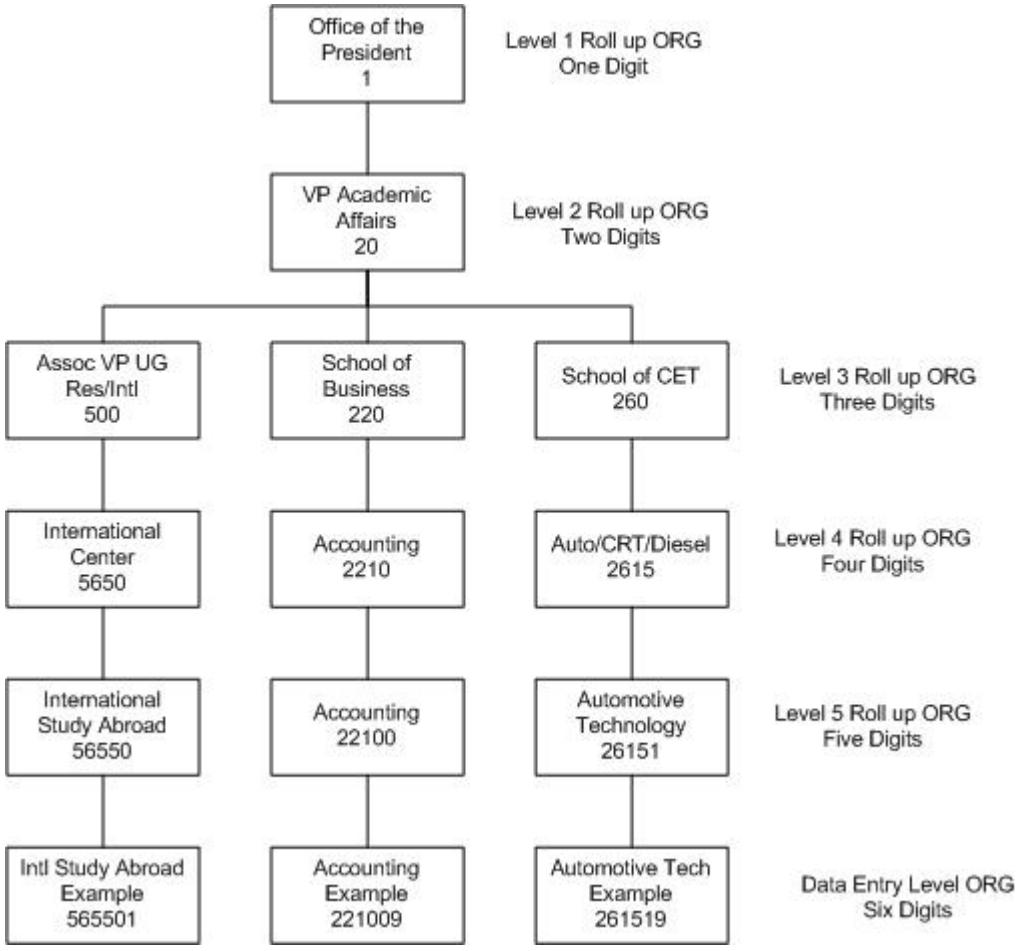
	Hard	Soft	Soft Budgeted
Funding Source	• State Appropriations	• Non-State Appropriated Revenue	• Institutional Interest Income (III), Student Fee Revenue, Athletic Fee Revenue • Federal & State Grants and Contracts
Budgeting Method	• Budget allocated by the Budget Office	• Budget used for NSF checking only	• Budget allocated based on actual or estimated revenue streams
How to Determine Amount Available to Spend	• Budget – Expenditures – Encumbrances = Amount Available to Spend • Weekly e-mail Hard Money Summary or Manager's Summary Reports • FGIBAVL or FGIBSUM in Banner	• Beginning Fund Balance + Revenue – Expenditures +/- Transfers – Encumbrances = Amount Available to Spend • Weekly e-mail Soft Money Summary or Manager's Summary Reports • FGITBSR in Banner	• Budget – Expenditures – Encumbrances = Amount Available to Spend • Weekly e-mail III, Student Fee, Athletic Fee, or Federal and State Grants Summary or Manager's Summary Reports • FGIBAVL or FGIBSUM in Banner
Carry Over to Next Fiscal Year	• Determined annually by President	• Yes, in most cases	• III, Student Fee and Athletic Fee with permission only • Federal & State Grants and Contracts will carry forward any amounts remaining on the grant

INDEX Code Naming Conventions:

Hard	Soft	Soft Budgeted
• All numeric will match the ORG code (only Hard has all numeric) • Ending in U, L, V are the Upper, Lower, Voc codes used for salaries • Starting with CEL are CEL grants • If using an ACTV code, the INDEX code will be the same as the ACTV code	• First digit of FUND is dropped and replaced with letter: C – Clubs E – Service Enterprise F – Lab & Course Fees G – Grants & Contracts J – Academic Service N – Loan Funds P – Plant Funds R – Scholarship S – Other Soft Money W – Conf & Workshops X – Auxiliaries Y – Agency Funds • If using an ACTV code, the INDEX code will be the same as the ACTV code	• For INDEX codes using pooled budgets, the first digit of ORG is dropped and replaced with a letter at the end of the INDEX code: I – III/Institutional Interest Income T – Student Fee Revenue A – Athletic Fee Revenue G - Grants • For Federal & State Grants, the first digit of FUND is dropped and replaced with G • If using an ACTV code, the INDEX code will be the same as the ACTV code

Understanding the Organizational Hierarchy

ORG codes are arranged in a hierarchical order patterned after the organizational chart of the University. Data entry level ORG codes are used in INDEX codes. ORG codes that are predecessors to the data entry level ORG codes are called roll up ORG codes. The number of digits in the roll up ORG code indicates how many levels away from reporting to the President that ORG code is. The following figure illustrates the hierarchy levels:


Office of the President 1
Level 1 Roll up ORG One Digit
VP Academic Affairs 20
Level 2 Roll up ORG Two Digits
Assoc VP UG Res/Intl 500
School of Business 220
School of CET 260
Level 3 Roll up ORG Three Digits
International Center 5650
Accounting 2210
Auto/CRT/Diesel 2615
Level 4 Roll up ORG Four Digits
International Study Abroad 56550
Accounting 22100
Automotive Technology 26151
Level 5 Roll up ORG Five Digits
Intl Study Abroad Example 565501
Accounting Example 221009
Automotive Tech Example 261519
Data Entry Level ORG Six Digits

In order to keep the levels consistent with the number of digits used in each level, some areas will have the same ORG code description repeated in order to form the hierarchical chain to the data entry level. For example:

ORG Code	Description
1	Office of the President
20	VP Academic Affairs
200	VP Academic Affairs
2000	VP Academic Affairs
20000	VP Academic Affairs
200002	VP Academic Affairs Example (Data Entry Level)

Banner Finance Basics

Accessing Banner: Banner-Finance Forms

In order to gain access to Banner Finance and to make certain executive changes, you will need to fill out the proper forms and obtain proper authorization. Banner Finance Forms are available on the Finance and Business Services website under the Banner Finance Forms & Information link and in the Forms section of this manual, Pg.114. Instructions for each Banner Finance Form are presented below.

Form	Purpose
Banner Finance Access Form	Gaining access to Banner Finance
Banner Finance Request for New Banner INDEX Code Form	Requesting new INDEX codes
Banner Finance Request for Customized Approval Queue Form	Adding approvers to an approval queue
Banner Finance Request for Change of Responsible Party	Changing an INDEX code's responsible party
Banner Finance Request for Change to INDEX Code Title Form	Changing the title of an INDEX code

Banner Finance Access Form: The Banner Finance Access Form is used for gaining access to Banner Finance. To fill out this form, do the following:

Step 1 – In the top section, enter your personal information (see figure below)

Name A		UV ID	B
Department	C		
Novell Username		(This will also be your Banner username)	
Date	Mailstop	Extension	

A) On the *Name* line, enter your name as you would like it to appear on requisitions as the requestor.

B) On the *UV ID* line, enter your UV ID.

C) Complete the remaining fields of the top section.

Step 2 – If special access is needed, such as query budgets only, please describe the needed access in the second section (see figure below).

Access will be granted to submit requisitions and query budgets. If you need a different type of access, please explain:

NOTE: Default access will allow a user to submit requisitions, view approval process forms showing where a requisition is in the approval process, and query budget information.

Step 3 – If you desire Banner to default to a certain INDEX code when you create requisitions, list the INDEX code next to the *INDEX Code to default for requisitions* heading (see figure below).

INDEX Code to default for requisitions: *(Optional – INDEX that you would use most often)*

NOTE: The ORG code associated with this INDEX code will be entered as a default on the Banner Requisition Form (FPAREQN).

NOTE: If you leave this area blank, you will have to enter an ORG code every time you submit a requisition. The INDEX code to use for the requisition can always be changed, even if a default is set.

Step 4 – If you need access to all current and future INDEX codes in a department or area (roll up ORG access), in the fourth section, enter your ORG code and your department's name in the *Roll up ORG Code* and *ORG/Department Title* columns (see figure below). If you only need access to (a) specific INDEX Code(s), skip this step and go to Step 5 (see figure below).

If you need access to all current and future INDEX codes for a department or area, complete this section. Contact Jacob Atkin, x8576, jacob.atkin@uvu.edu if you don't know your roll up ORG code.

Roll up ORG Code	ORG/Department Title

NOTE: If you do not know what the roll up ORG code is for your department, contact Jacob Atkin, jacob.atkin@uvu.edu, ext. 8576.

Step 5 – If you only need access to some of your ORG's INDEX Codes, or you need access to INDEX Codes in addition to those attached to the roll up ORG code you specified in Step 4 then, in the fifth section, enter the

specific INDEX code(s) and their accompanying INDEX title(s) under the *INDEX Code* and *INDEX Title* headings (see figure below).

STOP! PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS SECTION	In addition to, or instead of a roll up ORG, list specific INDEX Codes to grant access to. Use this section to grant access to an INDEX Code that is not included in the roll up ORG code listed above, or if no roll up access is desired. Most users will not need to complete this section.			
	INDEX Code	INDEX Title	INDEX Code	INDEX Title

NOTE: Most users will not need to complete this section. The following are examples of situations when you would need this access:

- You work with another department that wants to share access to a specific INDEX Code with you.
- The department supervisor does not want you to have access to all budgets for that department, but just specific ones.

Step 6 – In the *Approval* section of the form**,** have the responsible party over all the ORG/INDEX codes listed on the form, or someone higher in the organizational structure, sign and date the form (see figure below).

Approval (must be signed by the responsible party of all ORG/INDEX Codes listed or by someone higher in the organizational structure)		
Printed Name of Responsible Party	Signature of Responsible Party	Date Signed

NOTE: The *Approval* section must be signed by the responsible parties of all ORGS/INDEX Codes listed on the form. If this form is e-mailed from the person authorized to sign, that acts as an electronic signature.

Step 7 – Submit the form to Jacob Atkin, BA-109, jacob.atkin@uvu.edu, ext. 8576.

Step 8 – Contact Jacob Atkin for Banner training.

Banner Finance Request for New INDEX Code Form: The Banner Finance Request for New INDEX Code Form should be used to request new INDEX codes. To complete this form, do the following:

Step 1 – In the top section, enter your personal information (see figure below).

Responsible Party		**UV ID**	
Department			
Supervisor			
Banner Username		(This is the same as your Novell username)	
Date	**Mailstop**	**Extension**	

Step 2 – In the middle of this form, complete the following (see figure below):

A **Type of INDEX Code Requested:**

- ☐ State Appropriated / Hard Money (must have Linda Makin's approval)
- ☐ Institutional Interest Income (must have Linda Makin's approval)
- ☐ Reimbursed Overhead (must have Linda Makin's approval)
- ☐ Course / Lab Access Fee (must also contact Bernell Hofheins and Lilas Park for fee setup)
- ☐ Grant – Federal, State or Private (submit form to Nancy Bartlett along with copies of contracts or any other related documentation)
- ☐ Agency Fund (INDEX Codes where the funds do not belong to UVU, but UVU is acting as the fiscal agent, e.g. clubs, national conference hosting, sports camps.)
- ☐ Miscellaneous Soft Money (for anything not listed above)

B **Requested INDEX Code Title** (*max 35 char*):

C **How will the requested INDEX Code receive funding and / or revenues?**

D **Please give a brief explanation of why you need this INDEX Code and how it will be used.**

A) Under the *Type of INDEX Code Requested* heading, select the INDEX type you wish to request.

NOTE: Next to each INDEX Code type, special instructions for filling out the form are included. Be sure to follow any special approval, setup, or submittal instructions included here.

B) Under the *Requested INDEX Code Title* heading, write the desired name for the new INDEX Code.

NOTE: INDEX Code titles are limited to 35 characters.

C) Under the *How will the requested INDEX Code receive funding and / or revenues* heading, give a description of the type of funding/revenues the INDEX Code will receive (e.g., donations, grants, sales).

D) Under the *Please give a brief explanation of why you need this INDEX Code and how it will be used* heading, explain the activities or programs that will produce the funding/revenue.

Step 3 – In the *Approval* section of the form, have the responsible party over the INDEX code requested, or someone higher in the organizational structure, sign and date the form (see figure below).

NOTE: If this form is e-mailed from the person authorized to sign, that acts as an electronic signature.

Approval (must be signed by the responsible party of INDEX Code requested or by someone higher in the organizational structure)		
Linda Makin (If Required)		
Printed Name of Responsible Party	**Signature of Responsible Party**	**Date**

Step 4 – Follow any special instructions given next to the INDEX code type selected in Step 2-A.

Step 5 – Submit the form to Wendy Hope, MS 109, hopewe@uvu.edu, ext. 8108 or for a grant INDEX Code, submit the form to Nancy Bartlett, MS 272, nancy.bartlett@uvu.edu, ext. 8156.

Banner Finance Request for Customized Approval Queue Form: The Banner Finance Request for Customized Approval Queue Form is used for adding approvers to requisition approval queues. To fill out this form, do the following:

Step 1 – In the top section, enter your personal information (see figure below).

Name		
Department		
Banner Username		(This is the same as your Novell username)
Date	**Mailstop**	**Extension**

Step 2 – Under the *REQUEST FOR ADDITIONAL USERS TO BE ADDED AS APPROVERS* heading, enter the following information (see figure below):

Standard approval queues will route requisitions to be approved by the responsible party. If it is a request requiring VP approval, they will route to the VP after the department approval. Contact Wendy Hope, hopewe@uvu.edu, 863-8108 to find out your approval queue ID.

REQUEST FOR ADDITIONAL USERS TO BE ADDED AS APPROVERS

Banner Username	Approval Queue ID	Maximum Dollar Limit	Co-Approver or Backup?	Start Date	End Date
A	B	C	☐ Co ☐ Back D	E	
			☐ Co ☐ Back		
			☐ Co ☐ Back		
			☐ Co ☐ Back		

A) In the *Banner Username* column, enter the additional approvers' Banner usernames.

B) In the *Approval Queue ID* column enter the approval queue ID(s) for the appropriate approval queue(s).

NOTE: If you do not know what your approval queue ID is, contact Wendy Hope, hopewe@uvu.edu, ext. 8108 or Jacob Atkin, ext. 8576.

C) In the *Maximum Dollar Limit* column, enter the maximum dollar amount under which each approver will be allowed to approve requisitions.

NOTE: If an approver approves any requisition in excess of his/her maximum dollar limit, the document will have to be approved by another individual with a higher maximum dollar limit.

D) In the *Co-Approver or Backup?* heading, select *Co* or *Back* for each approver.

NOTE: Co-approvers receive e-mail notifications when they need to approve requisitions, just as the responsible party does. Backup approvers do not receive notifications, but they do have access to approve documents for which they are authorized as a backup approver. Viewing requisitions for which you are authorized as a backup approver is explained in the Approving/Disapproving Requisitions (FOAUAPP) section, Pg.104.

E) If the requested approval access will only be for a certain time period, enter the start and end dates in the *Start Date* and *End Date* columns, otherwise leave these columns blank.

Step 3 – In the *Approval* section of the form**,** have the responsible party over the listed approval queues' respective INDEX codes, or someone higher in the organizational structure, sign and date the form (see figure below).

Approval (must be signed by the responsible party of all INDEX Codes or by someone higher in the organizational structure) I understand that by adding users to an approval queue, I am giving them signature authority to approve requisitions. I understand that **I remain fully responsible** for all transactions posted to the Banner INDEX code for which I have responsibility.		
Printed Name of Responsible Party	**Signature of Responsible Party**	**Date**

Step 4 – Submit the form to Wendy Hope, MS 109, hopewe@uvu.edu, ext. 8108.

NOTE: If this form is e-mailed from the person authorized to sign, that acts as an electronic signature.

Banner Finance Request for Change of Responsible Party Form: The Banner Finance Request for Change of Responsible Party Form is used for changing an INDEX Code's responsible party. To fill out this form, do the following.

Step 1 – In the top section, enter your personal information (see figure below).

Name		
Department		
Banner Username		(This is the same as your Novell username)
Date	**Mailstop**	**Extension**

Step 2 – In the middle section of this form, do the following (see figure below):

	A Banner INDEX Number	
	B Banner INDEX Title	
	C Current Responsible Party Name	
NEW Resp Party (Change to)	D Name of Responsible Party	
	E Banner Username	
	F UV ID	
Reason for change: G		

A) In the *Banner INDEX Number* field, enter the INDEX Code for which the responsible party is to be changed. If all of the INDEX Codes for which an individual is responsible are to be reassigned to a new responsible party, then, in place of an INDEX code, enter "ALL" in the field.

NOTE: Changing the responsible party on an INDEX code will also change the user in the approval queue.

B) In the *Banner INDEX Title* field, enter the name of the Banner INDEX code listed in the *Banner INDEX Number* field.

C) In the *Current Responsible Party Name* field, enter the name of the individual currently responsible for the INDEX code listed in the *Banner INDEX Number* field.

D) Next to the *NEW Resp Party (Change to)* heading, in the *Name of Responsible Party* field, enter the name of the new responsible party.

E) In the *Banner Username* field, enter the new responsible party's Banner user name.

NOTE: Banner user names are the same as Novell user names.

F) In the *UV ID* field, enter the UV ID of the new responsible party.

G) Under the *Reason for Change* heading, write a brief description of why the responsible party is being changed.

Step 3 – Under the *Effective date of changes requested* heading, enter the date for the responsible party to be changed (see figure below).

Effective date of changes requested:

Step 4 – In the *Approval* section of the form**,** have the responsible party over the INDEX codes listed on the form, or someone higher in the organizational structure, sign and date the form (see figure below).

Approval (must be signed by the responsible party of the INDEX code(s) listed or by someone higher in the organizational structure)		
Printed Name of Responsible Party	**Signature of Responsible Party**	**Date**

Step 5 – Submit the form to Wendy Hope, MS 109, hopewe@uvu.edu, ext. 8108.

NOTE: If this form is e-mailed from the person authorized to sign, that acts as an electronic signature.

Banner Finance Request for Change to INDEX Code Title Form: The Banner Finance Request for Change to INDEX Code Title Form is used for changing the title of an INDEX Code. To fill out this form, do the following:

Step 1 – In the top section, enter your personal information (see figure below).

Name		
Department		
Banner Username		(This is the same as your Novell username)
Date	**Mailstop**	**Extension**

Step 2 – In the middle section of this form, do the following (see figure below):

Changing the title of an INDEX will also change the corresponding FUND or ORG title associated with it.

INDEX Code	Current Title	New Title Requested (35 char max)
A	B	C

Effective date of changes requested: D

A) In the *INDEX Code* column, enter the INDEX Code(s) for which you wish to change the title(s).

B) In the *Current Title* column, enter the current title(s) of the INDEX Code(s).

C) In the *New Title Requested* column, enter the new title(s).

NOTE: INDEX Code titles are limited to 35 characters.

D) On the line next to the *Effective date of changes requested* heading, enter the date you wish the title(s) to be changed.

Step 3 – In the *Approval* section of the form**,** have the form signed and dated by the responsible party over the INDEX Codes listed on the form and over the ORG/FUNDs associated with those INDEX Codes, or have someone higher in the organizational structure sign and date the form (see figure below).

Approval (must be signed by responsible parties of all ORGS/FUNDS/INDEXES listed or by someone higher in the organizational structure)		
Printed Name of Responsible Party	Signature of Responsible Party	Date

Step 4 – Submit the form to Wendy Hope, MS 109, hopewe@uvu.edu, ext. 8108.

NOTE: If this form is e-mailed from the person authorized to sign, that acts as an electronic signature.

Logging into Banner

There are two ways to access Banner information, UV Internet Native Banner (UV Banner (INB)) and UVU Banner Online Services.

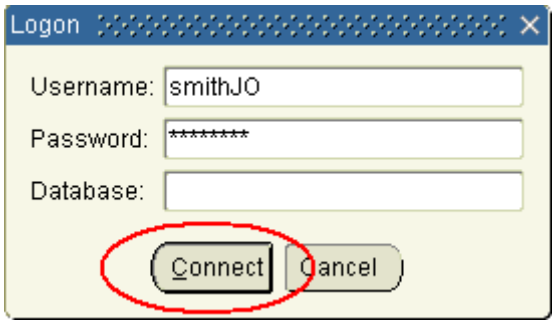
UV Banner (INB): UV Banner (INB) is the most common way to access Banner. This is where most of your work with Banner Finance will be performed.

There are several instances (copies) of Banner, each with a different purpose and login procedure. Definitions and login procedures for the Production and Test instances are described below.

Production: The Production instance (PROD) updates live data. This instance is where you will perform your work. To access PROD do the following:

Step 1 – Go to the following URL:
http://uvaps.uvu.edu:7770/forms/frmservlet?config=prod

Step 2 – On the *Logon* window that appears (see figure below) in the *Username* field, enter your user name. Your Banner user name is the same as your Novell username (i.e. SMITHJO for John Smith).



Step 3 – In the *Password* field, enter your password. If you are a new user and this is your first time logging in, your password will be your first name (i.e. john for John Smith)

Step 4 – Click *Connect*.

NOTE: Leave the *Database* field blank when you login. It will default to PROD. If for some reason you are unsuccessful in logging in, try typing PROD in the *Database* field.

NOTE: The first time you run Banner from your own computer, it will ask you if you want to install an Oracle Initiator program. Answer *YES*, and proceed through the installation of this program. This is a one-time installation. If you have a problem loading the Oracle Program, and you are using the Netscape browser, try using Internet Explorer.

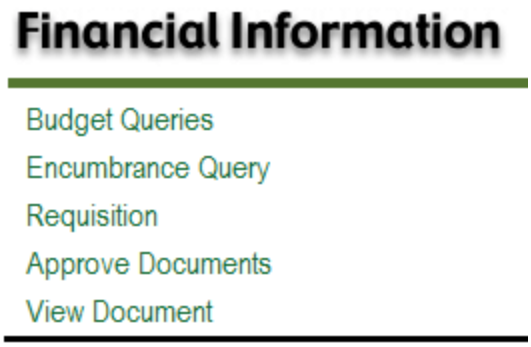
Test: Please use the Test instance (FASTTEST) for exploration, practice, and to test functions in Banner as it does not update live information in PROD. To access this instance do the following:

Step 1 – Go to the following URL:
http://bannertst.uvu.edu:7770/forms/frmservlet?config=fasttest

Step 2 – Complete Steps 2-4 for Logging into PROD shown above.

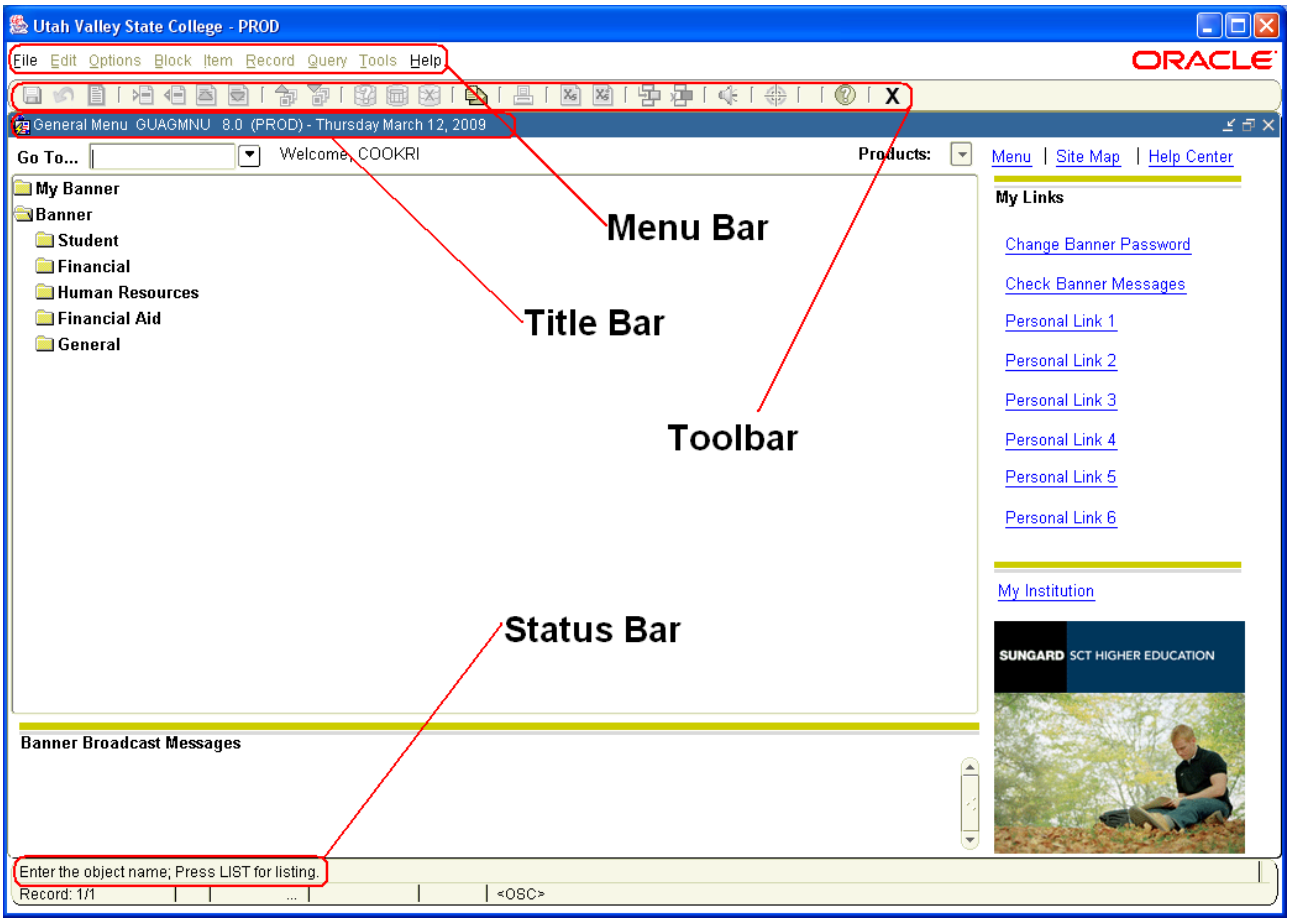
NOTE: Leave the *Database* field blank when you login. It will default to FASTTEST.

UVU Banner Online Services: UVU Banner Online Services can be accessed through UVLink. It has a different format and different functionality than UV Banner (INB). Use this system if you need to access Banner information from off campus. Approving requisitions is also done easily with UVU Banner Online Services. To access UVU Banner Online Services, in UVLink, under the *Home* tab, click the *Financial Information Menu* link under the *Online Services Menus* channel. The figure below will appear.



Navigating Banner

General Menu: After logging into UV Banner (INB), the first thing you will see is the General Menu (see figure below). The General Menu links to every available Banner screen (form). Some useful parts of the General Menu include the following (see figure below):



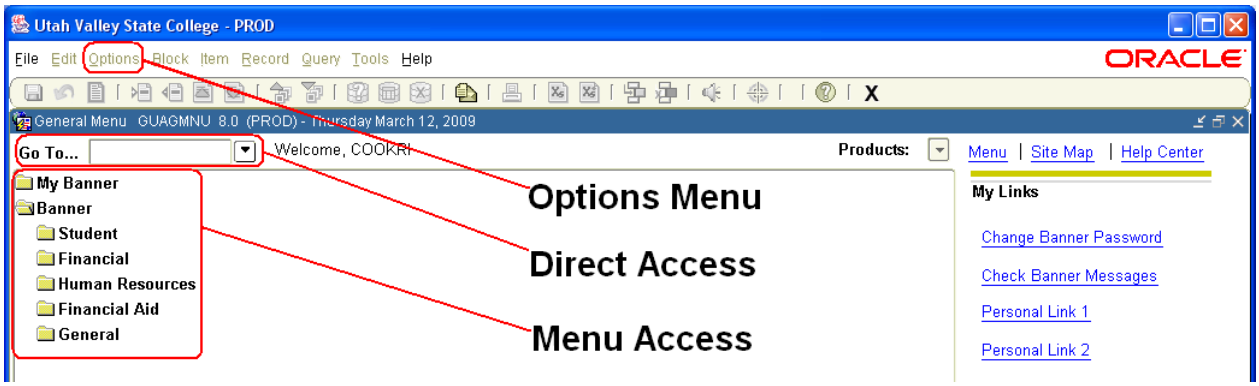
Title Bar: Shows the descriptive form name, seven-letter form acronym, Banner release number, database name, and today's date.

Toolbar: The Toolbar is a panel of useful onscreen buttons. These buttons can be used in place of key-strokes. Many useful functions of the Toolbar are described on the Banner Navigation Quick Keys Chart at the end of this section, Pg.51.

Menu Bar: The menu bar houses drop-down menus which interact with Banner. The *Help* Menu is located on this bar. Many useful functions of the Menu Bar are described on the Banner Navigation Quick Keys Chart at the end of this section, Pg.51.

Status Bar: This bar displays error messages and instructions.

Forms: The different screens in Banner are called "forms." Each form allows the user to view specific information and perform specific tasks. You can query, enter, change, or view information in different fields within each form. Banner forms have been assigned descriptive form names and seven-letter acronyms (e.g. FGIBDST). The acronyms are used in Banner as addresses for direct access to different forms. The first letter in the acronym stands for the form's Banner Module (e.g. "F" is for Banner Finance). The second letter is the Module section (these sections will not be discussed). The third letter is the type of form. Most of the forms you will use have an A or an I in this position. "A" is for an application form used to enter and update information in the database. "I" is for an inquiry form used to look up existing information in the database. The remaining four letters are an abbreviation of the form's descriptive form name. Forms can be accessed in the following ways (see figure below):



Direct Access: Entering a form acronym in the *Direct Access* field takes you directly to the form.

Menu Access: Menu Access allows you to search through an organized list of forms.

Options Menu: Once you have accessed a form, clicking a link in the *Options* Menu will take you to a related form. This menu can also take you to other windows, or blocks within a form. Blocks are separate sections of information within a form, usually separated with headings. Windows are pop-up screens.

Next Block: You will normally access blocks within forms by clicking the Next Block button on the Toolbar or pressing Ctrl-Page Down on the keyboard.

Querying: To perform a query in Banner, enter query mode by clicking the Enter Query button or F7 on the keyboard. Type the exact text for which you are searching into the appropriate field, and then click the Execute Query button on the Toolbar or F8 on the keyboard. Searches are case sensitive. Most words start with a capital letter and end with lowercase letters. Acronyms and some abbreviations could be in all caps.

If the exact text is not known, a wild-card query can be used. Either type the beginning of a value or word, and then type "%" to search for any entry starting with that value or word; type a "%" on both sides of a value or word to search for any entry containing that value or word anywhere within the entry; or type "%", and then type a value or word to search for entries ending with that value or word. For example, type "7%" to search for all entries beginning with 7; type "%7%" to search for all entries containing the number 7; or type "%7" to search for entries ending with the number 7.

For Date and Number fields, querying by range is also possible; simply type "<" or ">" before a number or date to pull up all numbers or dates below or above that number or date. Dates are entered in the DD-MMM-YYYY format, e.g. 30-JUN-2009.

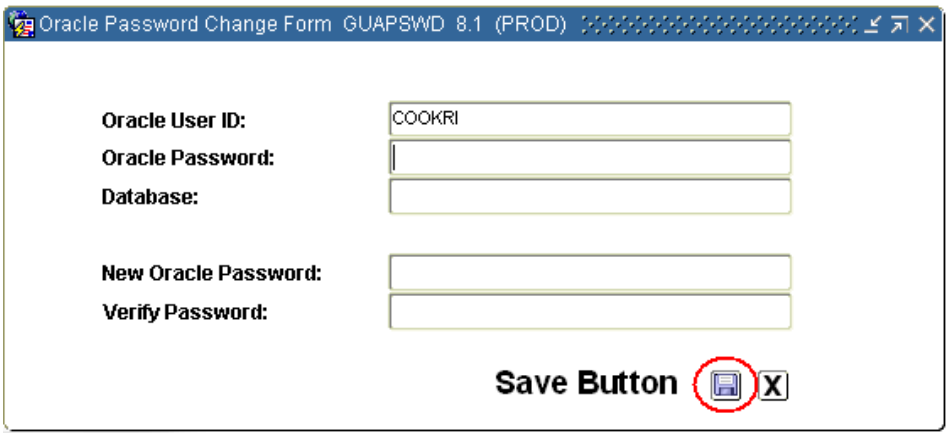
Banner Navigation Quick Keys:

Function	Menu Option	Keystroke Option	Toolbar Button
Next Record	Record/Next	Down Arrow	
Previous Record	Record/Previous	Up Arrow	
Clear or Delete Record	Record/Clear or Record/Remove	Shift + F6	
Insert Record	Record/Insert	F6	
Duplicate Record	Record/Duplicate	F4	None
Next Block	Block/Next	Ctrl + Page Down	
Previous Block	Block/Previous	Ctrl + Page Up	
Enter Query	Query/Enter	F7	
Execute Query	Query/Execute	F8	
Cancel Query	Query/Cancel	Ctrl + q	
Rollback	File/Rollback	Shift + F7	
Save or Commit	File/Save	F10	
Exit	File/Exit	Ctrl + q	
Select	File/Select	Shift + F3	

Changing Your Password (GUAPSWD)

As a new user, you should change the password you were initially given. If you were not prompted to do this on first login, navigate to the Oracle Password Change Form (GUAPSWD) (see figure below).

NOTE: You can navigate to this form by clicking the *Change Banner Password* link on the right side of the General Menu under *My Links*.



Step 1 – In the *Oracle Password* field, type your old password.

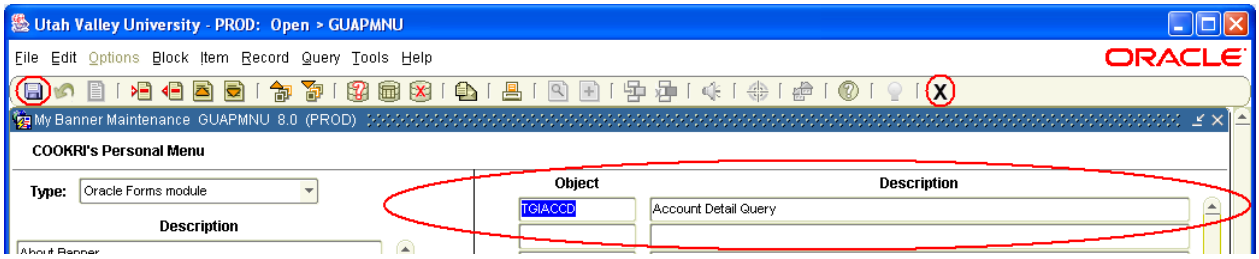
Step 2 – In the *New Oracle Password* field, type a new password. Reenter the password in the *Verify Password* field.

Step 3 – Click on the Save button .

NOTE: Leave the *Database* field blank.

Creating a Personal Menu (GUAPMNU)

To personalize the Menu Access folders on the General Menu, navigate to the My Banner Maintenance Form (GUAPMNU) (see figure below).



Step 1 – With your cursor in the *Object* field, type in the Banner acronym of the first form that you want to add to your personal menu.

Step 2 – Click the Down Arrow Key to move down to the next line. Add additional forms by repeating Step 1.

Step 3 – When you have added all of the forms you want, save the changes that you have made by clicking the Save button on the Toolbar or by pressing F10 on the keyboard.

Step 4 – Exit by clicking the Exit button **X** on the Toolbar.

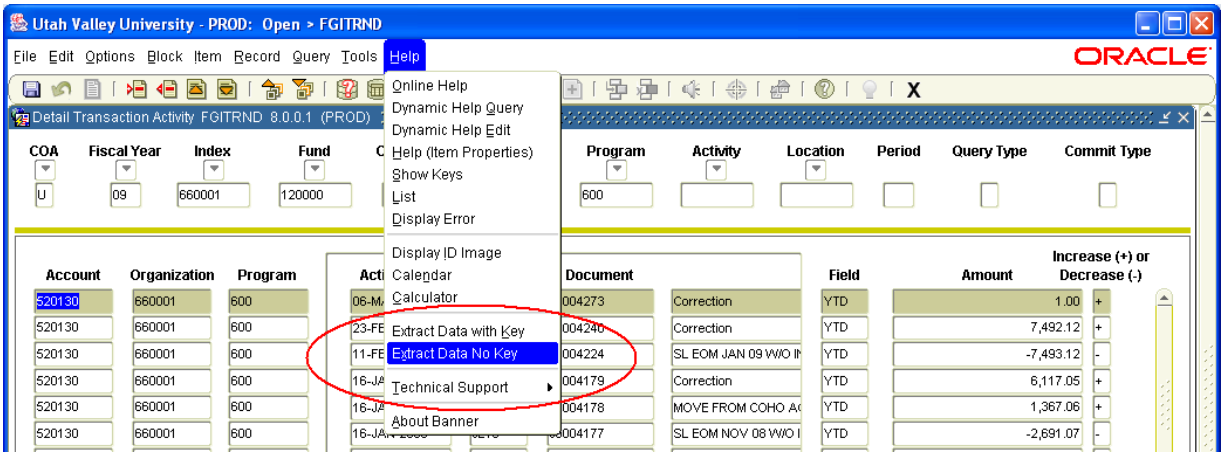
NOTE: You can modify the descriptive form names for each form if you prefer a different description.

Extracting Banner Forms to Excel

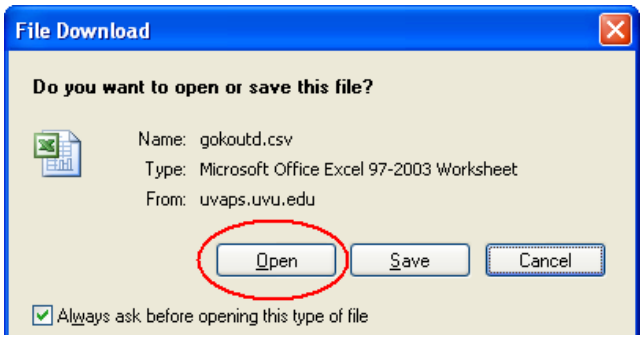
Most Banner forms can be extracted to Microsoft Excel. This allows you to modify the data to fit the format of your choice.

Step 1 – Select *Help* on the Menu bar.

Step 2 – While holding the Ctrl key (to disable any pop-up blockers), select *Extract Data No Key* from the Help drop-down menu.



Step 3 – Hold the Ctrl Key until a Windows dialog box appears



Step 4 – Click *Open* on the Windows dialog box. This will open Microsoft Excel and export all of the data from the Banner form to an Excel spreadsheet.

Banner Extras

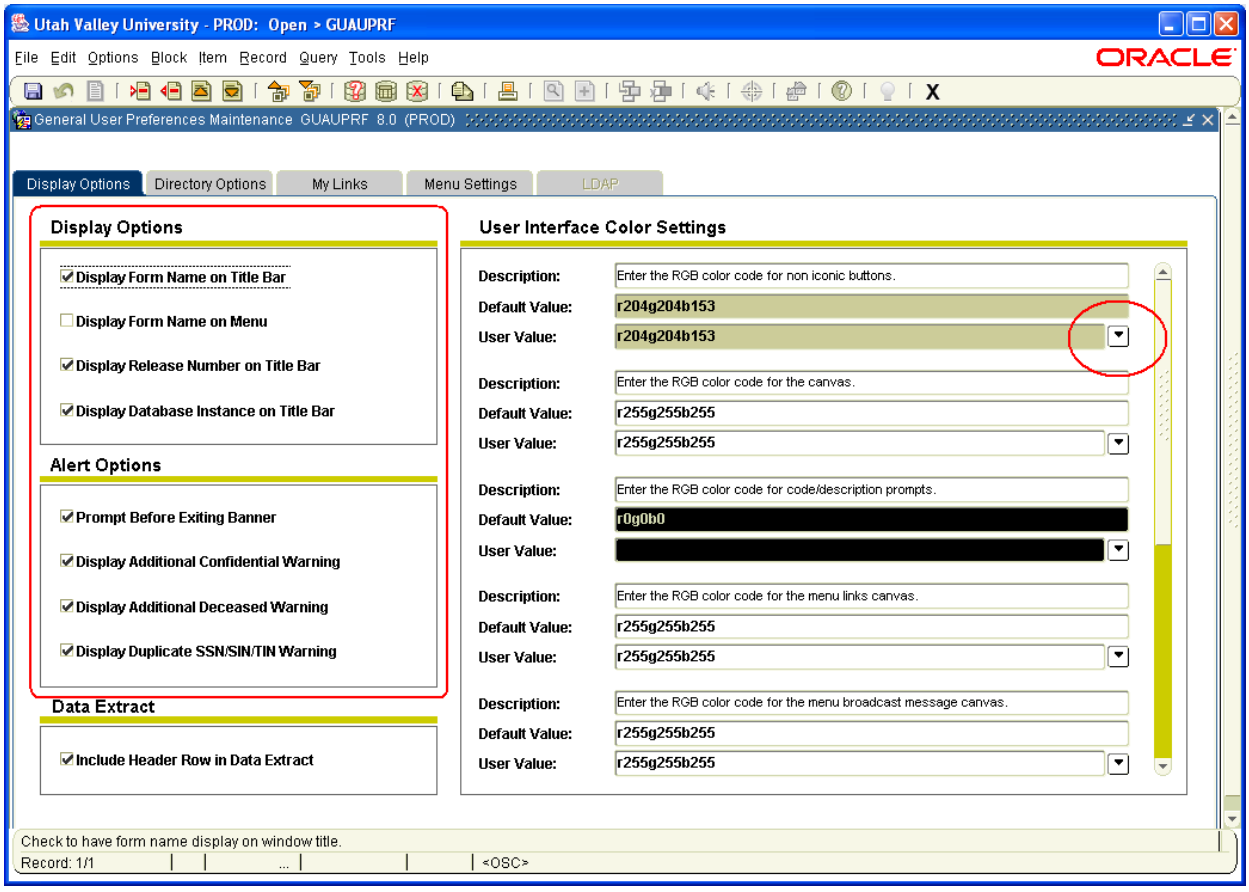
Customizing Your Display (GUAUPRF)

To customize the colors and shading of your Banner display, your display options, or your alert options. Navigate to the General Users Preferences Maintenance Form (GUAUPRF) (see figure below).

Step 1 – In the defaulted *Display Options* tab, check the boxes on the left hand side of the screen under the *Display Options* heading to alter the display and alert options. Be sure to check the *Include Header Row in Data Extract* option.

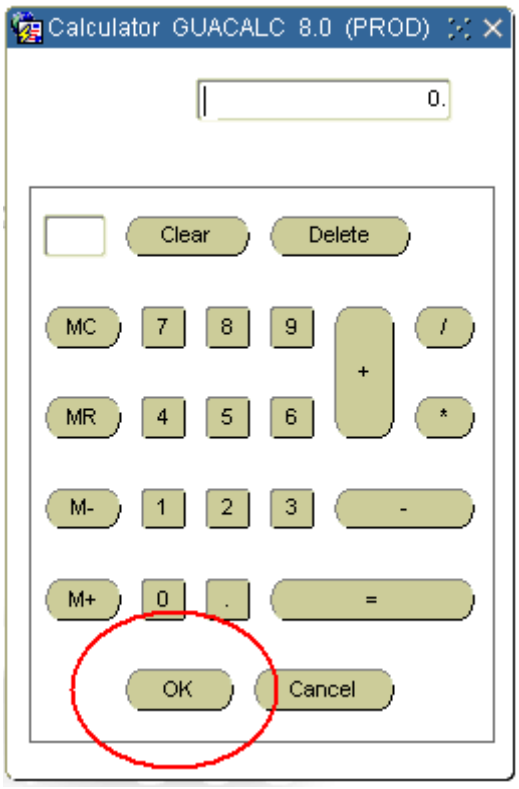
Step 2 – Click on the Search buttons next to the *User Value* fields under the *User Interface Color Settings* heading to change the color of the Buttons, Canvas, and Menus.

Step 3 – Save your changes by pressing F10 on the keyboard.


Utah Valley University - PROD: Open > GUAUPRF
File Edit Options Block Item Record Query Tools Help
ORACLE
General User Preferences Maintenance GUAUPRF 8.0 (PROD)
Display Options
Directory Options
My Links
Menu Settings
LDAP
Display Options
Display Form Name on Title Bar
Display Form Name on Menu
Display Release Number on Title Bar
Display Database Instance on Title Bar
Alert Options
Prompt Before Exiting Banner
Display Additional Confidential Warning
Display Additional Deceased Warning
Display Duplicate SSN/SIN/TIN Warning
Data Extract
Include Header Row in Data Extract
User Interface Color Settings
Description: Enter the RGB color code for non iconic buttons.
Default Value: r204g204b153
User Value: r204g204b153
Description: Enter the RGB color code for the canvas.
Default Value: r255g255b255
User Value: r255g255b255
Description: Enter the RGB color code for code/description prompts.
Default Value: r0g0b0
User Value:
Description: Enter the RGB color code for the menu links canvas.
Default Value: r255g255b255
User Value: r255g255b255
Description: Enter the RGB color code for the menu broadcast message canvas.
Default Value: r255g255b255
User Value: r255g255b255
Check to have form name display on window title.
Record: 1/1
<OSC>

Using the Calculator (GUACALC)

The calculator Form (GUACALC) can be used to calculate figures for some amount fields.



Step 1 – Double-click an amount field in a form.

Step 2 – Calculate a figure.

Step 3 – When you are finished calculating, click the *OK* button. Your calculated figure will populate the form field you are working on.

Using the Calendar (GUACALN)

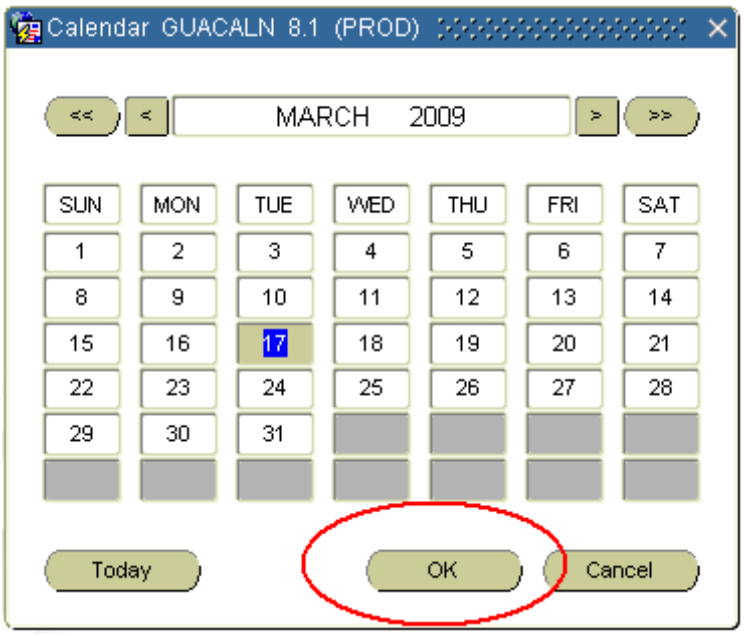
The Calendar Form (GUACALN) can be used to populate date fields.

Step 1 – Double-click a date field in a form.

Step 2 – Select the appropriate date.

Step 3 – Click the *OK* button. The date will populate the form field you are working on.

NOTE: In a date field, you can also type any letter followed by the Tab or Enter Key to insert today's date. (If you have typed something else in the field, this will not work.) Dates must be entered in the following format: DD-MMM-YYYY (month is a 3 digit alphabetical abbreviation, JAN, FEB, etc.).

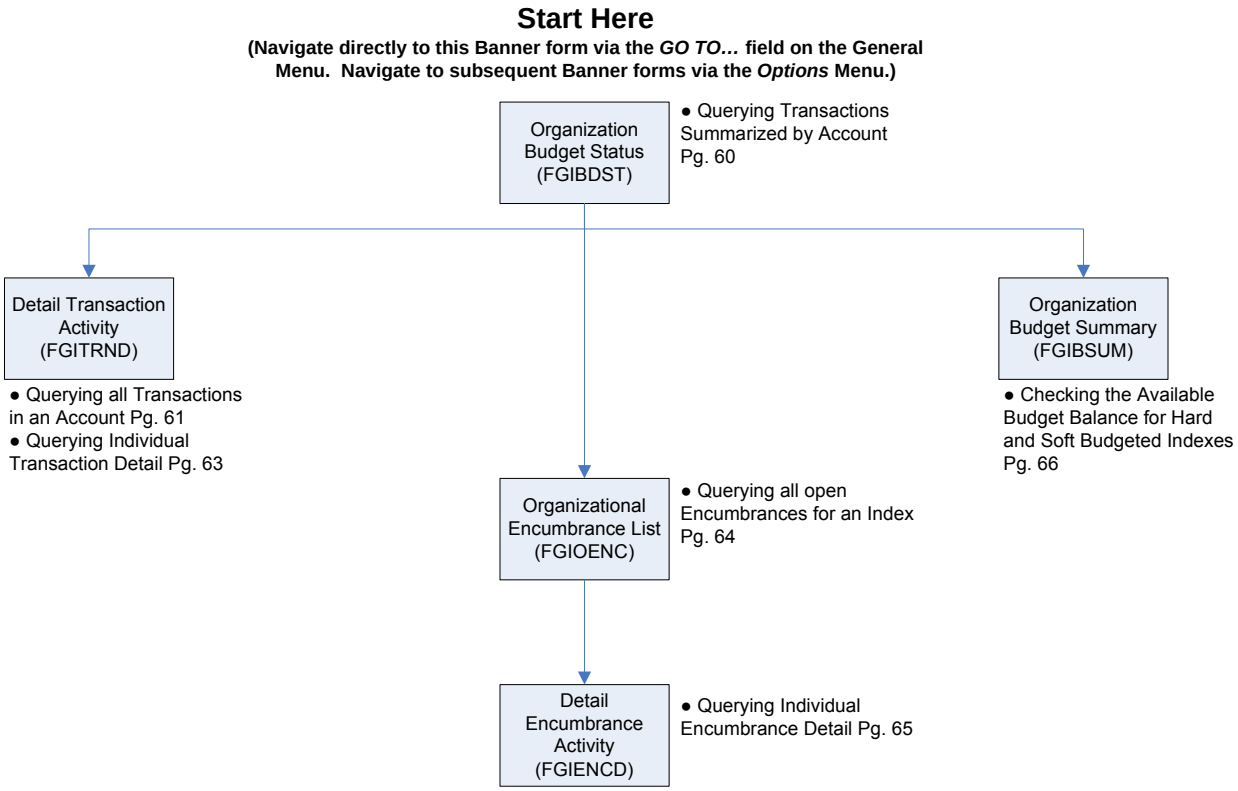


Banner Budgeting Instructions

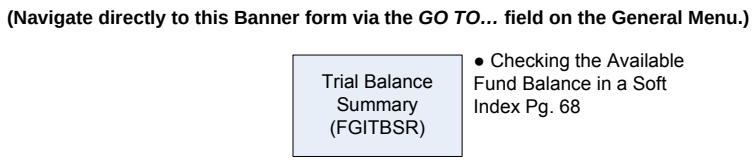
Transaction/Budget-Availability Queries

The Organization Budget Status Form (FGIBDST) can be used as a home base when making transaction and budget-availability queries. The following section will start from and return to the Organization Budget Status Form (FGIBDST) for each of the query examples discussed, except for the last one regarding the Available Balance for a Soft INDEX. The following figure shows the Banner forms you can access through the Organization Budget Status Form (FGIBDST) and summarizes what can be accomplished with each form:

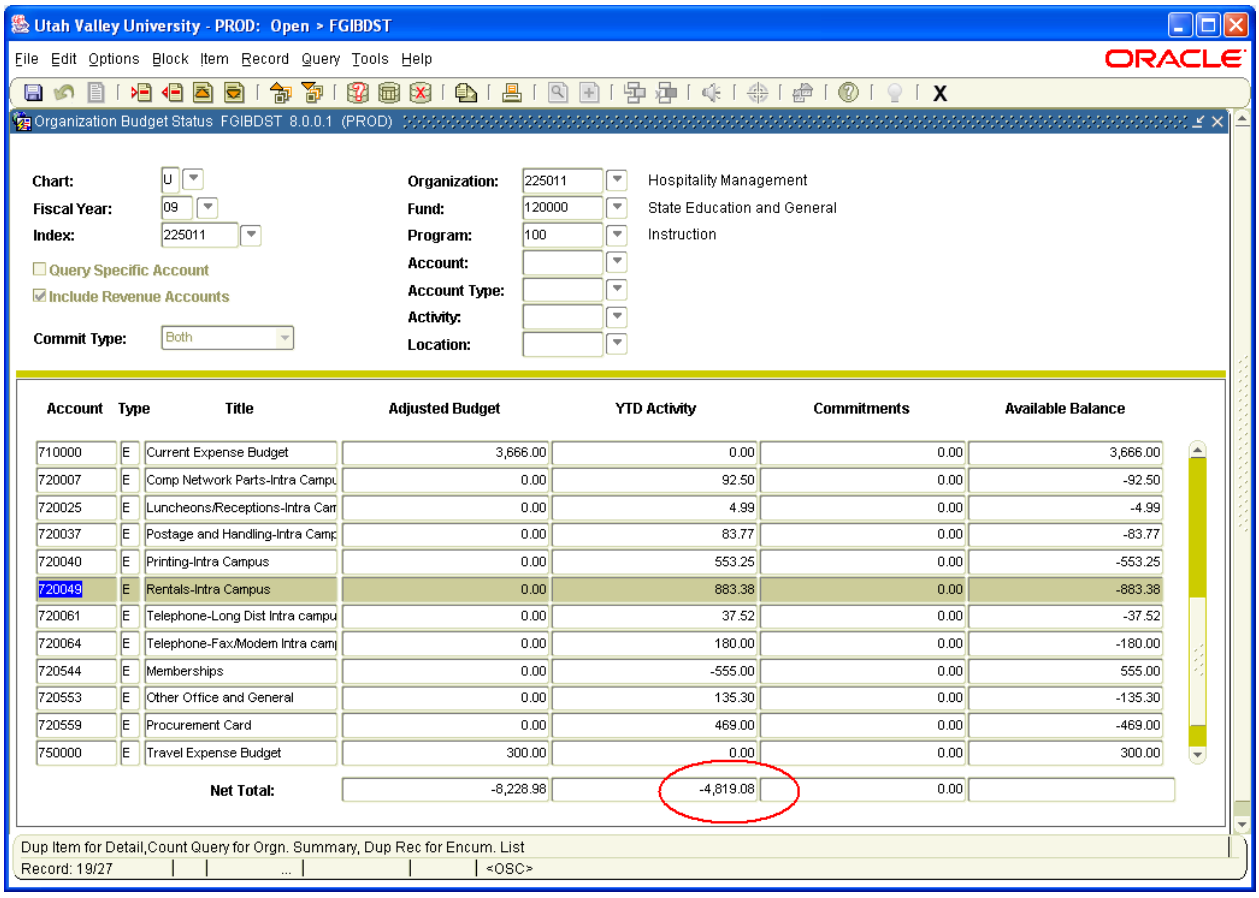
Hard Summary / Soft YTD


Start Here
(Navigate directly to this Banner form via the GO TO... field on the General Menu. Navigate to subsequent Banner forms via the Options Menu.)
Organization Budget Status (FGIBDST)
● Querying Transactions Summarized by Account Pg. 60
Detail Transaction Activity (FGITRND)
● Querying all Transactions in an Account Pg. 61
● Querying Individual Transaction Detail Pg. 63
Organization Budget Summary (FGIBSUM)
● Checking the Available Budget Balance for Hard and Soft Budgeted Indexes Pg. 66
Organizational Encumbrance List (FGIOENC)
● Querying all open Encumbrances for an Index Pg. 64
Detail Encumbrance Activity (FGIENCD)
● Querying Individual Encumbrance Detail Pg. 65

Soft Money


(Navigate directly to this Banner form via the GO TO... field on the General Menu.)
Trial Balance Summary (FGITBSR)
● Checking the Available Fund Balance in a Soft Index Pg. 68

NOTE: All of the forms discussed in this section can also be accessed directly from the General menu.
In The Organization Budget Status Form (FGIBDST), the *Adjusted Budget* column shows the balance for each budget. The *YTD Activity* column shows year-to-date expenditures from each budget summarized by ACC code. The *Commitments* column shows amounts of encumbrances (earmarked funds for pending requisitions/open POs) summarized by ACC code. The *Available Balance* column shows the Adjusted Budgets less Year-To-Date (YTD) Activity and Commitments (see figure below). For Hard Money and Soft Budgeted INDEX Codes, this form will show the correct Available Balance (Adjusted Budget – YTD Activity – Commitments = Available Balance).

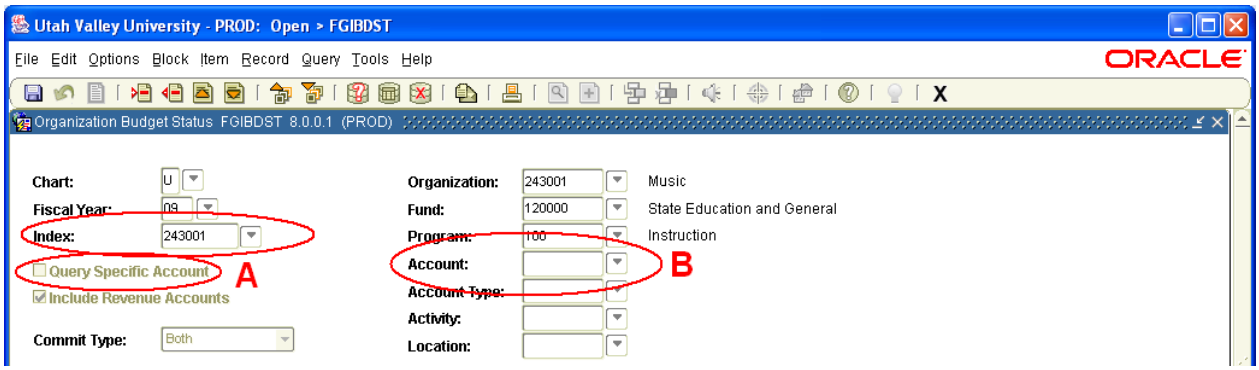

Utah Valley University - PROD: Open > FGIBDST
File Edit Options Block Item Record Query Tools Help
ORACLE
Organization Budget Status FGIBDST 8.0.0.1 (PROD)
Chart: U
Fiscal Year: 09
Index: 225011
Query Specific Account
Include Revenue Accounts
Commit Type: Both
Organization: 225011 Hospitality Management
Fund: 120000 State Education and General
Program: 100 Instruction
Account:
Account Type:
Activity:
Location:
Account Type Title Adjusted Budget YTD Activity Commitments Available Balance
710000 E Current Expense Budget 3,666.00 0.00 0.00 3,666.00
720007 E Comp Network Parts-Intra Campu 0.00 92.50 0.00 -92.50
720025 E Luncheons/Receptions-Intra Cam 0.00 4.99 0.00 -4.99
720037 E Postage and Handling-Intra Camp 0.00 83.77 0.00 -83.77
720040 E Printing-Intra Campus 0.00 553.25 0.00 -553.25
720049 E Rentals-Intra Campus 0.00 883.38 0.00 -883.38
720061 E Telephone-Long Dist Intra campu 0.00 37.52 0.00 -37.52
720064 E Telephone-Fax/Modem Intra cam 0.00 180.00 0.00 -180.00
720544 E Memberships 0.00 -555.00 0.00 555.00
720553 E Other Office and General 0.00 135.30 0.00 -135.30
720559 E Procurement Card 0.00 469.00 0.00 -469.00
750000 E Travel Expense Budget 300.00 0.00 0.00 300.00
Net Total: -8,228.98 -4,819.08 0.00
Dup Item for Detail,Count Query for Orgn. Summary, Dup Rec for Encum. List
Record: 19/27
<OSC>

For Soft Money INDEX Codes, the *YTD Activity* column is useful as it includes the total YTD revenue earned, along with the YTD expenses incurred; however, the budget is only used for NSF checking and may not be an accurate indicator of the Available Balance. At the very bottom of this column, in the *Net Total* row, the net income or loss for the current fiscal year is shown exclusive of amounts carried over from past fiscal years (see figure above).

Querying Transactions Summarized by Account (FGIBDST)

To query transactions summarized by ACC code, navigate to the Organization Budget Status Form (FGIBDST).

Step 1 – In the *INDEX* field, enter your INDEX code.

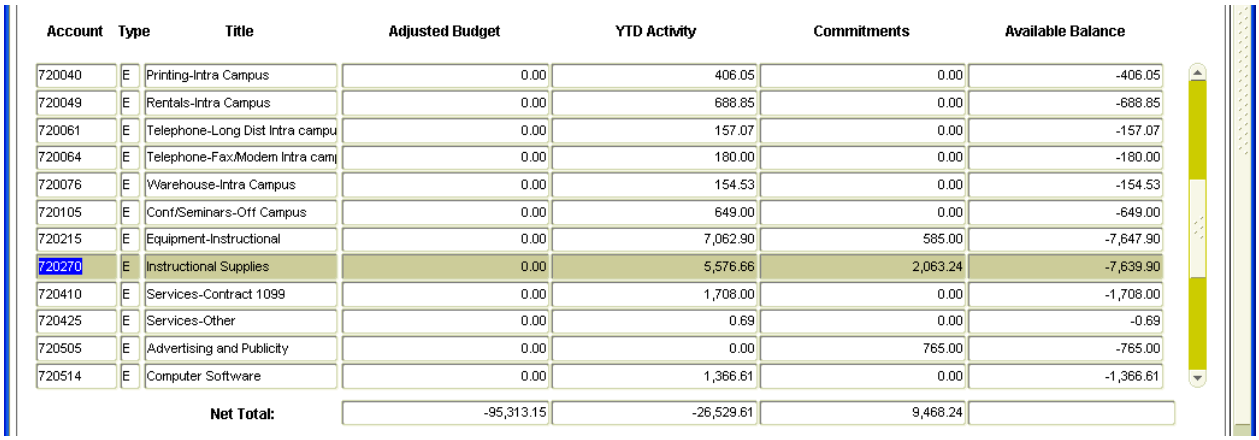


Step 2 – If you want to query the summary total of one particular ACC code, do the following. If not, skip this step (see figure above):

A) Click the *Query Specific Account* box.

B) Enter the ACC code in the *Account* field.

Step 3 – Next Block (Ctrl Page-Down).



Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
720040	E	Printing-Intra Campus	0.00	406.05	0.00	-406.05
720049	E	Rentals-Intra Campus	0.00	688.85	0.00	-688.85
720061	E	Telephone-Long Dist Intra campu	0.00	157.07	0.00	-157.07
720064	E	Telephone-Fax/Modem Intra cam	0.00	180.00	0.00	-180.00
720076	E	Warehouse-Intra Campus	0.00	154.53	0.00	-154.53
720105	E	Conf/Seminars-Off Campus	0.00	649.00	0.00	-649.00
720215	E	Equipment-Instructional	0.00	7,062.90	585.00	-7,647.90
720270	E	Instructional Supplies	0.00	5,576.66	2,063.24	-7,639.90
720410	E	Services-Contract 1099	0.00	1,708.00	0.00	-1,708.00
720425	E	Services-Other	0.00	0.69	0.00	-0.69
720505	E	Advertising and Publicity	0.00	0.00	765.00	-765.00
720514	E	Computer Software	0.00	1,366.61	0.00	-1,366.61
		Net Total:	-95,313.15	-26,529.61	9,468.24	

NOTE: The second block of this form shows all of the budget information for the selected INDEX summarized by ACC code. Only ACC codes that have been used will appear. If a certain ACC code was entered in Step 2, only information summarized under that ACC code will be shown.

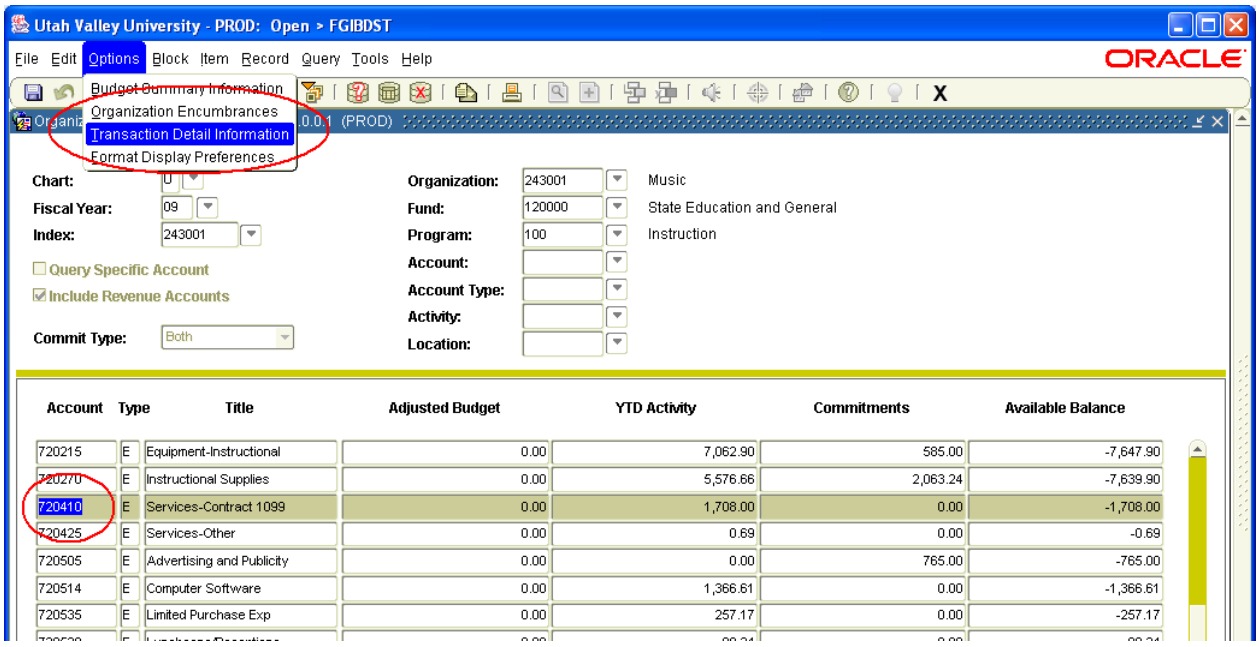
Querying All Transactions in an Account (FGIBDST/FGITRND)

This query uses the Detail Transaction Activity Form (FGITRND). This form gives a history of every YTD, Budget, and Encumbrance transaction incurred for a given INDEX Code. Each transaction's activity date, accounting information, and document number is given along with a short description.

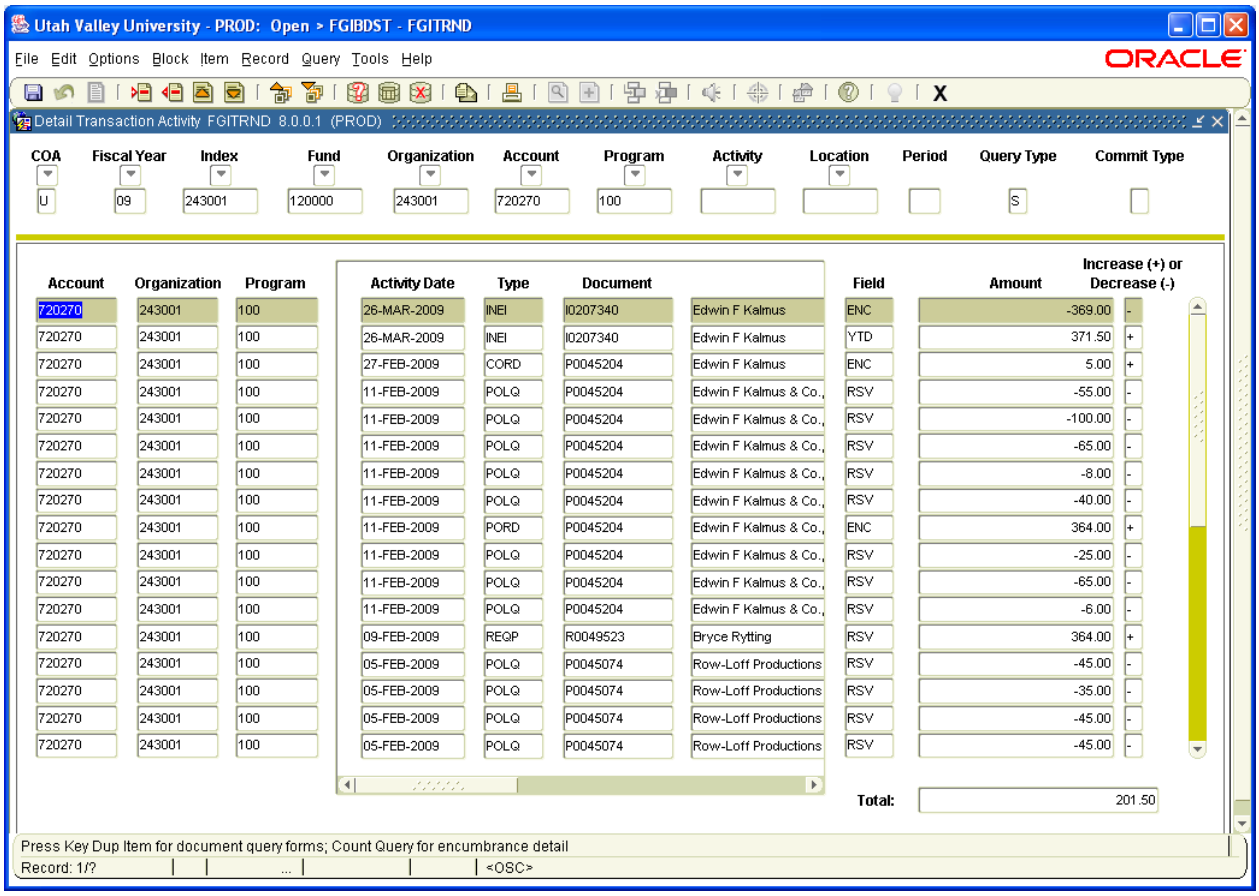
To query all transactions in a particular ACCOUNT, navigate to the Organization Budget Status Form (FGIBDST).

Step 1 – Complete Steps 1-3 of the Querying Transactions Summarized by Account (FGIBDST) section, Pg.59.

Step 2 – In the second block of the Organization Budget Status Form (FGIBDST), select the appropriate ACC code from the *Account* column. Make sure the cursor stays in the *Account* column (see figure below).


Utah Valley University - PROD: Open > FGIBDST
File Edit Options Block Item Record Query Tools Help
ORACLE
Budget Summary Information
Organization Encumbrances
Transaction Detail Information
Format Display Preferences
(PROD)
Chart:
Fiscal Year: 09
Index: 243001
Query Specific Account
Include Revenue Accounts
Commit Type: Both
Organization: 243001 Music
Fund: 120000 State Education and General
Program: 100 Instruction
Account:
Account Type:
Activity:
Location:
Account Type Title Adjusted Budget YTD Activity Commitments Available Balance
720215 E Equipment-Instructional 0.00 7,062.90 585.00 -7,647.90
720270 E Instructional Supplies 0.00 5,576.66 2,063.24 -7,639.90
720410 E Services-Contract 1099 0.00 1,708.00 0.00 -1,708.00
720425 E Services-Other 0.00 0.69 0.00 -0.69
720505 E Advertising and Publicity 0.00 0.00 765.00 -765.00
720514 E Computer Software 0.00 1,366.61 0.00 -1,366.61
720535 E Limited Purchase Exp 0.00 257.17 0.00 -257.17

Step 3 – Select *Transaction Detail Information* in the *Options* menu (see figure above). This will take you to the Detail Transaction Activity Form (FGITRND). This form will show all of the transactions behind the summary total for the selected ACC code (see figure below).


Utah Valley University - PROD: Open > FGIBDST - FGITRND
File Edit Options Block Item Record Query Tools Help
ORACLE
Detail Transaction Activity FGITRND 8.0.0.1 (PROD)
COA Fiscal Year Index Fund Organization Account Program Activity Location Period Query Type Commit Type
U 09 243001 120000 243001 720270 100 S
Account Organization Program Activity Date Type Document Field Amount Increase (+) or Decrease (-)
720270 243001 100 26-MAR-2009 INEI I0207340 Edwin F Kalmus ENC -369.00 -
720270 243001 100 26-MAR-2009 INEI I0207340 Edwin F Kalmus YTD 371.50 +
720270 243001 100 27-FEB-2009 CORD P0045204 Edwin F Kalmus ENC 5.00 +
720270 243001 100 11-FEB-2009 POLQ P0045204 Edwin F Kalmus & Co., RSV -55.00 -
720270 243001 100 11-FEB-2009 POLQ P0045204 Edwin F Kalmus & Co., RSV -100.00 -
720270 243001 100 11-FEB-2009 POLQ P0045204 Edwin F Kalmus & Co., RSV -65.00 -
720270 243001 100 11-FEB-2009 POLQ P0045204 Edwin F Kalmus & Co., RSV -8.00 -
720270 243001 100 11-FEB-2009 POLQ P0045204 Edwin F Kalmus & Co., RSV -40.00 -
720270 243001 100 11-FEB-2009 PORD P0045204 Edwin F Kalmus & Co., ENC 364.00 +
720270 243001 100 11-FEB-2009 POLQ P0045204 Edwin F Kalmus & Co., RSV -25.00 -
720270 243001 100 11-FEB-2009 POLQ P0045204 Edwin F Kalmus & Co., RSV -65.00 -
720270 243001 100 11-FEB-2009 POLQ P0045204 Edwin F Kalmus & Co., RSV -6.00 -
720270 243001 100 09-FEB-2009 REQP R0049523 Bryce Rytting RSV 364.00 +
720270 243001 100 05-FEB-2009 POLQ P0045074 Row-Loff Productions RSV -45.00 -
720270 243001 100 05-FEB-2009 POLQ P0045074 Row-Loff Productions RSV -35.00 -
720270 243001 100 05-FEB-2009 POLQ P0045074 Row-Loff Productions RSV -45.00 -
720270 243001 100 05-FEB-2009 POLQ P0045074 Row-Loff Productions RSV -45.00 -
Total: 201.50
Press Key Dup Item for document query forms; Count Query for encumbrance detail
Record: 1/?
<OSC>

NOTE: In the Detail Transaction Activity Form (FGITRND), some transactions will appear to be duplicates. However, they most likely represent different stages of one transaction. Look in the *Field* column to differentiate the amounts. The following is a list of the most common field codes and their meaning:

Field Code	Name	Description
YTD	Year to Date	Actual increase or decrease to fund balance from an invoice or journal entry.
RSV	Reserve	Increase or decrease to requisition encumbrances.
ENC	Encumbrance	Increase or decrease to PO encumbrances.
OBD	Original Budget	Increase or decrease to budget.
ABD	Adjusted Budget	Increase or decrease to budget.

Step 4 – Click the Exit button **X** on the Toolbar to return to the Organization Budget Status Form (FGIBDST).

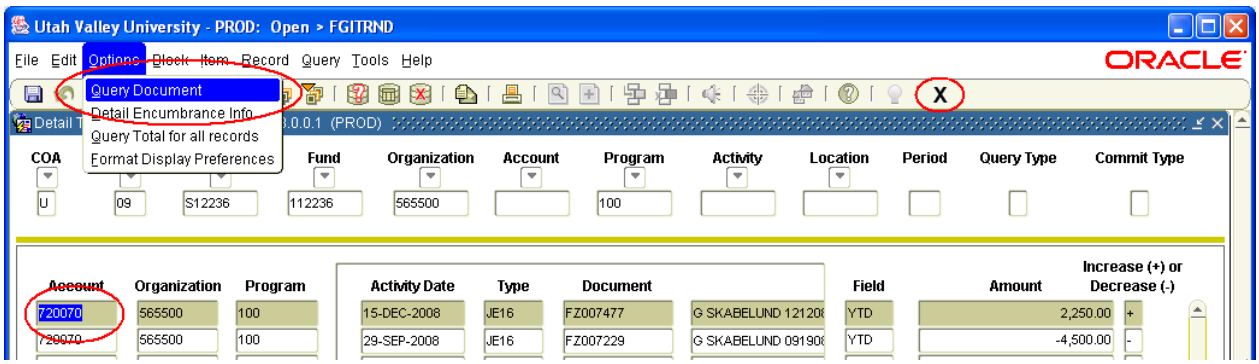
Viewing Individual Transaction Detail (FGIBDST/FGITRND)

To query individual transaction detail, navigate to the Organization Budget Status Form (FGIBDST).

Step 1 – Complete Steps 1-3 of the Querying All Transactions in an Account (FGIBDST/FGITRND) section, Pg.61.

Step 2 – On the Detail Transaction Activity Form (FGITRND), highlight a transaction. Make sure the cursor stays in the *Account* field.

Step 3 – In the *Options* menu, select *Query Document*. This will bring up the Inquiry version of the Banner form that was used to create the transaction.



NOTE: This process will not work for transactions created by journal entries or feed documents. The process will, however, work for transactions created by requisitions, purchase orders, receiving documents, and invoices. For a transaction created by a completed requisition, all of the requisition information will be available in the same format as on the Requisition Form (FPAREQN) discussed in the Banner Requisitions (Requests for Purchase Order) section, Pg.82.

Step 4 – Next Block (Ctrl Page-Down) to view the different blocks of the transaction's inquiry form.

Step 5 – Click the Exit button **X** on the Toolbar to return to the Detail Transaction Activity Form (FGITRND).

Step 6 – Click the Exit button **X** on the Toolbar again to return to the Organization Budget Status Form (FGIBDST).

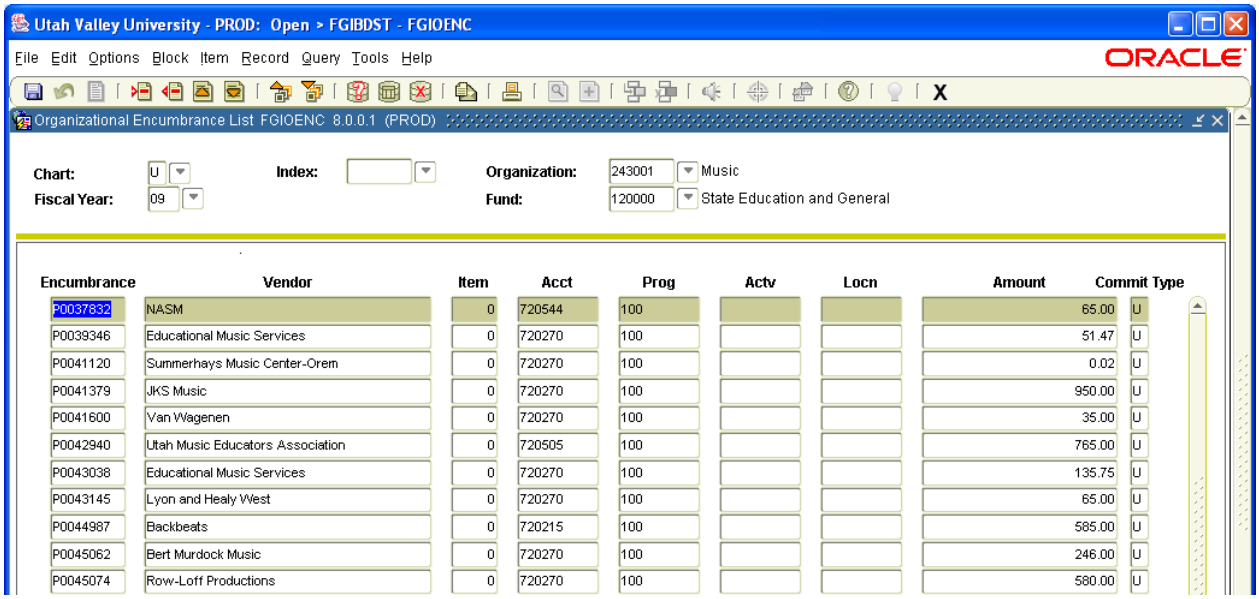
Querying All Encumbrances for an INDEX (FGIBDST/FGIOENC)

This query uses the Organizational Encumbrance List Form (FGIOENC). This form shows a list of all current encumbrances for a given INDEX Code including: vendor names, document numbers, and encumbered amounts.

To see all current encumbrances for a given INDEX Code, navigate to the Organization Budget Status Form (FGIBDST).

Step 1 – Complete Steps 1-3 of the Querying Transactions Summarized by Account (FGIBDST) section, Pg.59.

Step 2 – On the Organization Budget Status Form (FGIBDST), in the *Options* menu, select *Organization Encumbrances*. All outstanding encumbrances for the indicated INDEX will be listed (see figure below).

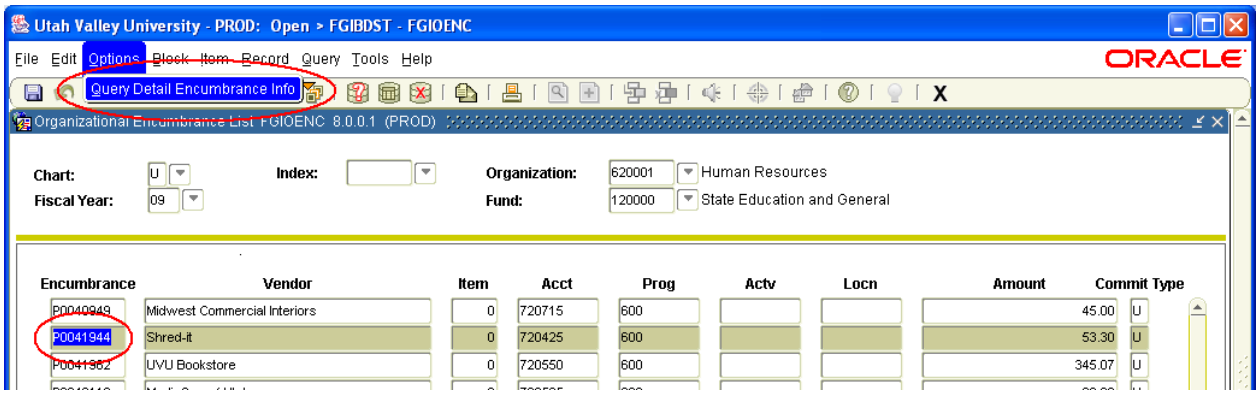

Utah Valley University - PROD: Open > FGIBDST - FGIOENC
File Edit Options Block Item Record Query Tools Help
ORACLE
Organizational Encumbrance List FGIOENC 8.0.0.1 (PROD)
Chart: U
Fiscal Year: 09
Index:
Organization: 243001 Music
Fund: 120000 State Education and General
Encumbrance | Vendor | Item | Acct | Prog | Actv | Locn | Amount | Commit Type
P0037832 | NASM | 0 | 720544 | 100 | | | 65.00 | U
P0039346 | Educational Music Services | 0 | 720270 | 100 | | | 51.47 | U
P0041120 | Summerhays Music Center-Orem | 0 | 720270 | 100 | | | 0.02 | U
P0041379 | JKS Music | 0 | 720270 | 100 | | | 950.00 | U
P0041600 | Van Wagenen | 0 | 720270 | 100 | | | 35.00 | U
P0042940 | Utah Music Educators Association | 0 | 720505 | 100 | | | 765.00 | U
P0043038 | Educational Music Services | 0 | 720270 | 100 | | | 135.75 | U
P0043145 | Lyon and Healy West | 0 | 720270 | 100 | | | 65.00 | U
P0044987 | Backbeats | 0 | 720215 | 100 | | | 585.00 | U
P0045062 | Bert Murdock Music | 0 | 720270 | 100 | | | 246.00 | U
P0045074 | Row-Loff Productions | 0 | 720270 | 100 | | | 580.00 | U

Step 3 – Click the Exit button **X** on the Toolbar to return to the Organization Budget Status Form (FGIBDST).

Querying Individual Encumbrance Detail (FGIBDST/FGIOENC/FGIENCD)

For more detailed information on a specific encumbrance, the Detail Encumbrance Activity Form (FGIENCD) should be used. This form shows the original amount of the encumbrance, the summarized amount spent from the encumbrance (the *Liquidation* Amount), and the remaining balance of the encumbrance. Additionally, the last block of this form shows the detail behind the summarized amounts including the date of each transaction, the amount of each increase and decrease to the encumbrance, each transaction's document code, and the remaining balance of the encumbrance.

Step 1 – Complete Steps 1 and 2 of the Querying All Encumbrances for an INDEX (FGIBDST/FGIOENC) section, Pg.64.


Utah Valley University - PROD: Open > FGIBDST - FGIOENC
File Edit Options Block Item Record Query Tools Help
ORACLE
Query Detail Encumbrance Info
Organizational Encumbrance List FGIOENC 8.0.0.1 (PROD)
Chart: U
Fiscal Year: 09
Index:
Organization: 620001 Human Resources
Fund: 120000 State Education and General
Encumbrance Vendor Item Acct Prog Actv Locn Amount Commit Type
P0040949 Midwest Commercial Interiors 0 720715 600 45.00 U
P0041944 Shred-it 0 720425 600 53.30 U
P0041362 UVU Bookstore 0 720550 600 345.07 U

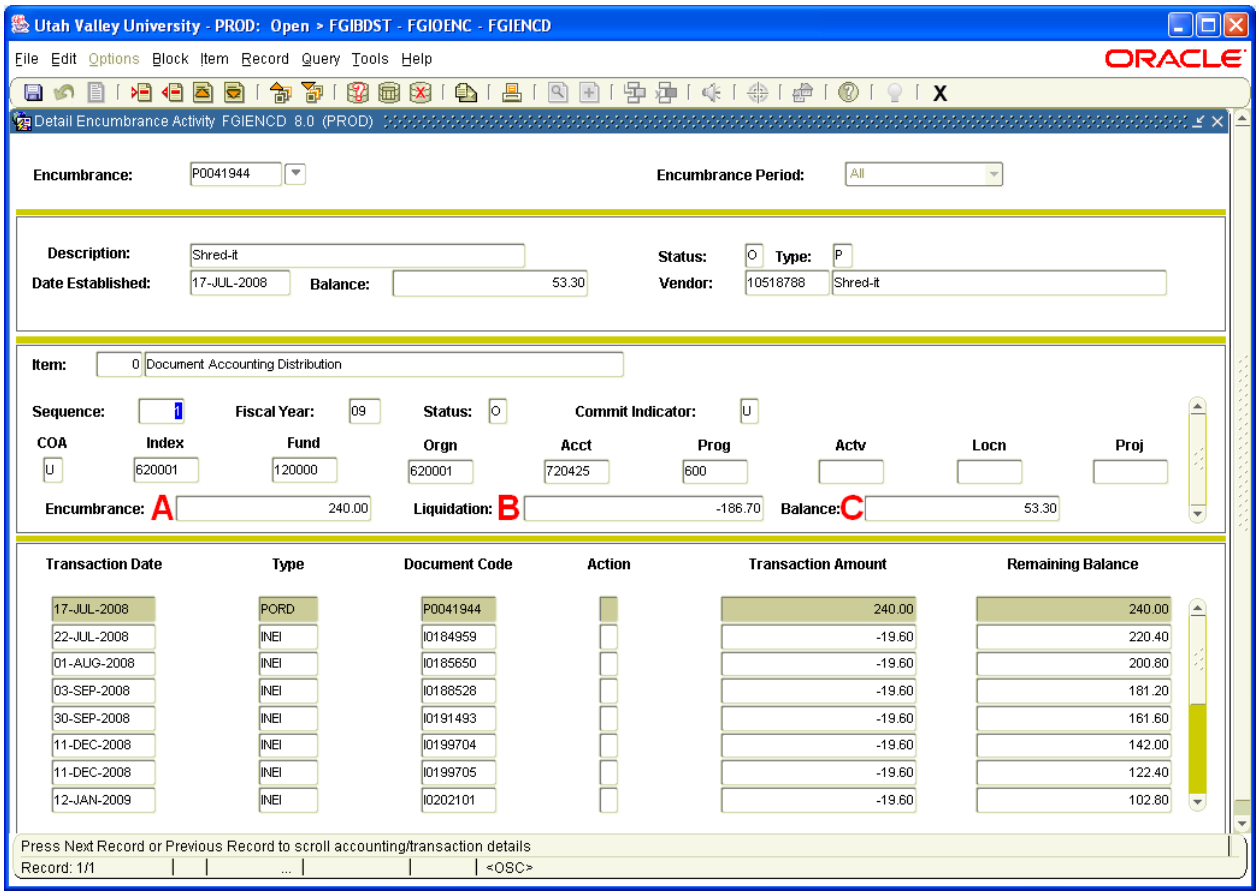
Step 2 – From the Organization Encumbrance List Form (FGIOENC), select the appropriate encumbrance. Make sure your cursor stays in the *Encumbrance* field.

Step 3 – Select *Query Detail Encumbrance Info* from the *Options* menu. This will take you to the Detail Encumbrance Activity Form (FGIENCD) (see figure below). This form shows the following:

A) The *Encumbrance* field shows the original amount of the encumbrance

B) The *Liquidation* field shows the amount spent

C) The *Balance* field shows the remaining funds


Utah Valley University - PROD: Open > FGIBDST - FGIOENC - FGIENCD
File Edit Options Block Item Record Query Tools Help
ORACLE
Detail Encumbrance Activity FGIENCD 8.0 (PROD)
Encumbrance: P0041944
Encumbrance Period: All
Description: Shred-it
Date Established: 17-JUL-2008
Balance: 53.30
Status: O Type: P
Vendor: 10518788 Shred-it
Item: 0 Document Accounting Distribution
Sequence: 1 Fiscal Year: 09 Status: O Commit Indicator: U
COA Index Fund Orgn Acct Prog Actv Locn Proj
U 620001 120000 620001 720425 600
Encumbrance: A 240.00 Liquidation: B -186.70 Balance: C 53.30
Transaction Date Type Document Code Action Transaction Amount Remaining Balance
17-JUL-2008 PORD P0041944 240.00 240.00
22-JUL-2008 INEI I0184959 -19.60 220.40
01-AUG-2008 INEI I0185650 -19.60 200.80
03-SEP-2008 INEI I0188528 -19.60 181.20
30-SEP-2008 INEI I0191493 -19.60 161.60
11-DEC-2008 INEI I0199704 -19.60 142.00
11-DEC-2008 INEI I0199705 -19.60 122.40
12-JAN-2009 INEI I0202101 -19.60 102.80
Press Next Record or Previous Record to scroll accounting/transaction details
Record: 1/1
<OSC>

Step 4 – Click the Exit button **X** on the Toolbar to return to the Organization Encumbrance List Form (FGIOENC).

Step 5 – Click the Exit button **X** on the Toolbar again to return to the Organization Budget Status Form (FGIBDST).

Checking the Available Balance in a Hard-Money or Soft-Budgeted INDEX (FGIBDST/FGIBSUM)

This query uses the Organization Budget Summary Form (FGIBSUM). This form has the same columns as the Organization Budget Status Form (FGIBDST). The difference is that the transactions are summarized by budget not by ACC code.

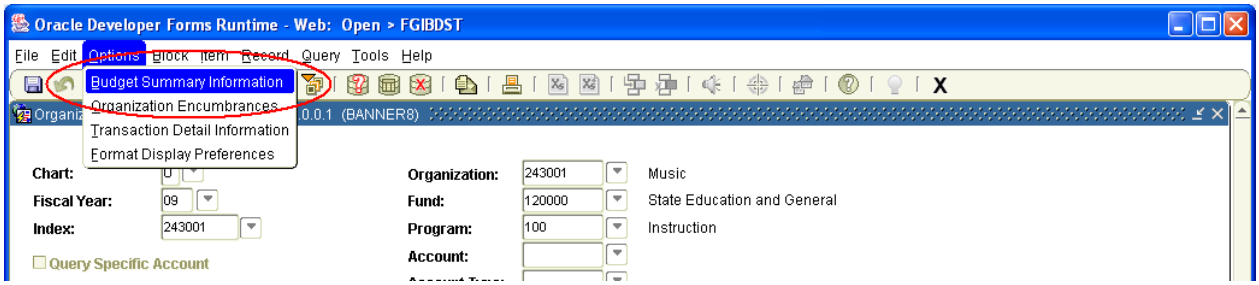
NOTE: The Available Balance calculated below does not take into account outstanding Limited Purchase Checks, Travel Expenses, Purchasing Card Expenses, and Intercampus Transfers.

To check the Available Balance in a Hard Money or Soft Budgeted INDEX Code, navigate to the Organization Budget Status Form (FGIBDST).

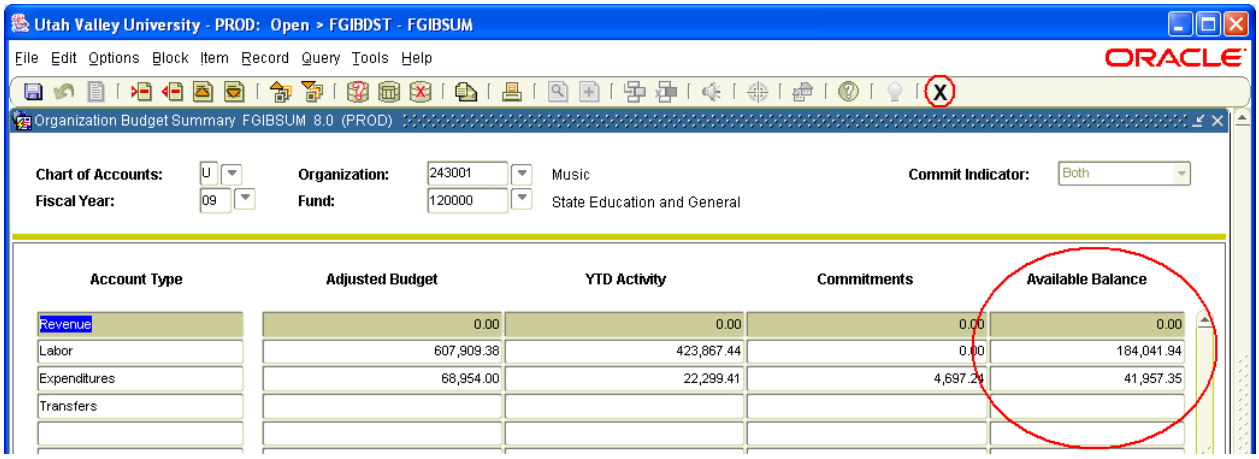
If more funds are encumbered by a requisition than are available to spend (per the budget showing on FGIBAVL), then your requisition will go into an NSF approval queue after going through the regular approval queues which will increase the processing time by a few days.

Step 1 – Complete Steps 1-3 of the Querying Transactions Summarized by Account (FGIBDST) section, Pg.59.

Step 2 – On the Organization Budget Status Form (FGIBDST), in the *Options* menu, select *Budget Summary Information* (see figure below). This will take you to the Organization Budget Summary Form (FGIBSUM).



Step 3 – In the *Available Balance* column, on the far right of the form, each budget's Available Balance will be shown (see figure below). Simply add the amounts in this column to arrive at the **Total Available Balance** for the INDEX.



Step 4 – Adjust the **Total Available Balance** calculated in Step 3 for any transactions not yet posted to Banner, which could include outstanding Limited Purchase Checks, Travel Expenses, Purchasing Card Expenses, and Intercampus Transfers. This **Adjusted Total Available Balance** is the true amount remaining in the INDEX.

Step 5 – To return to the Organization Budget Status Form (FGIBDST), press the Exit button **X** on the Toolbar (see figure above).

NOTE: When a requisition is completed past a certain point, Banner will encumber the amount as if the requisition had been completed. The Organization Budget Status Form (FGIBDST) and the Organization Budget Summary Form (FGIBSUM) do not take into account funds encumbered by incomplete requisitions or requisitions waiting to be approved. Therefore, when Banner checks for non-sufficient funds (NSF) the **Total Available Balance** may be lower than what is calculated using the method above. Make sure all incomplete requisitions have been completed or removed when making spending decisions. If an incomplete requisition was created by mistake, delete it (see Deleting Incomplete Requisitions (FPAREQN), Pg.96).

Checking the Available Balance in a Soft INDEX (FGITBSR)

The Trial Balance Summary Form (FGITBSR) allows you to view general ledger information which includes beginning balances or funds carried over from prior fiscal years. This makes it appropriate for calculating the Available Balance in Soft Money INDEX Codes.

To check the Available Balance in a Soft Money INDEX Code (FUND), navigate to the Trial Balance Summary Form (FGITBSR) (see figure below).

Step 1 – In the *Fund* field, enter your Soft Money INDEX Code's corresponding FUND code.

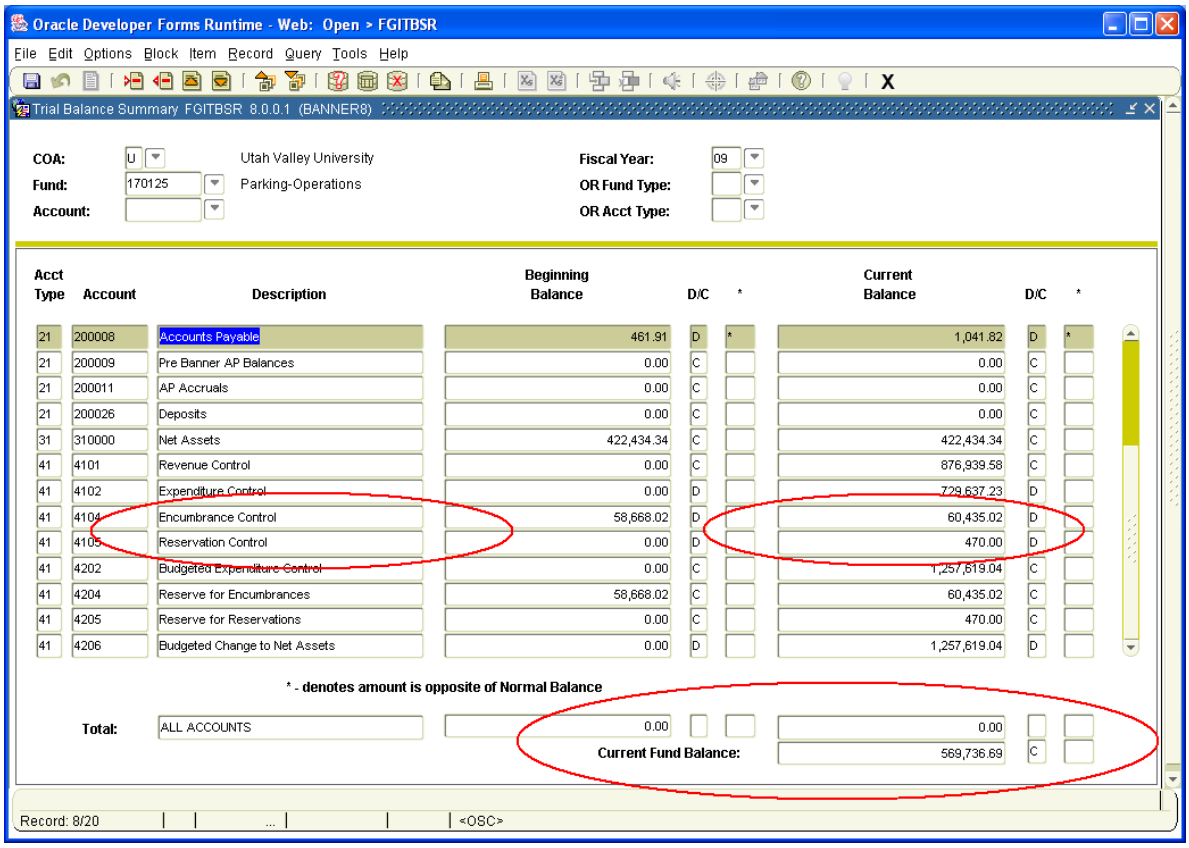
NOTE: This field will not accept INDEX Codes.

Step 2 – Next Block (Ctrl Page-Down).

Step 3 – Subtract the amounts in the *Current Balance* column that correspond to the *Encumbrance Control* and *Reservation Control* descriptions from the *Current Fund Balance* amount shown at the very bottom of the form (see figure below). This is the **Total Available Balance**. The following example illustrates this step (amounts from figure below):

Current Fund Balance	569,736.69
Less: Encumbrance Control	(60,435.02)
Less: Reservation Control	(470.00)
= Total Available Balance	508,831.67

NOTE: *Reservation Control* and *Encumbrance Control* are summary amounts of funds encumbered by requisitions and POs.


Oracle Developer Forms Runtime - Web: Open > FGITBSR
File Edit Options Block Item Record Query Tools Help
Trial Balance Summary FGITBSR 8.0.0.1 (BANNER8)
COA: U Utah Valley University
Fund: 170125 Parking-Operations
Account:
Fiscal Year: 09
OR Fund Type:
OR Acct Type:
Acct Type | Account | Description | Beginning Balance | D/C | * | Current Balance | D/C | *
21 | 200008 | Accounts Payable | 461.91 | D | * | 1,041.82 | D | *
21 | 200009 | Pre Banner AP Balances | 0.00 | C | | 0.00 | C |
21 | 200011 | AP Accruals | 0.00 | C | | 0.00 | C |
21 | 200026 | Deposits | 0.00 | C | | 0.00 | C |
31 | 310000 | Net Assets | 422,434.34 | C | | 422,434.34 | C |
41 | 4101 | Revenue Control | 0.00 | C | | 876,939.58 | C |
41 | 4102 | Expenditure Control | 0.00 | D | | 729,637.23 | D |
41 | 4104 | Encumbrance Control | 58,668.02 | D | | 60,435.02 | D |
41 | 4105 | Reservation Control | 0.00 | D | | 470.00 | D |
41 | 4202 | Budgeted Expenditure Control | 0.00 | C | | 1,257,619.04 | C |
41 | 4204 | Reserve for Encumbrances | 58,668.02 | C | | 60,435.02 | C |
41 | 4205 | Reserve for Reservations | 0.00 | C | | 470.00 | C |
41 | 4206 | Budgeted Change to Net Assets | 0.00 | D | | 1,257,619.04 | D |
* - denotes amount is opposite of Normal Balance
Total: ALL ACCOUNTS 0.00 0.00
Current Fund Balance: 569,736.69 C
Record: 8/20
<OSC>

NOTE: If the *Current Fund Balance* shows a *D* in the D/C column and there is an asterisk (*) in the far right column, then that indicates a deficit situation.

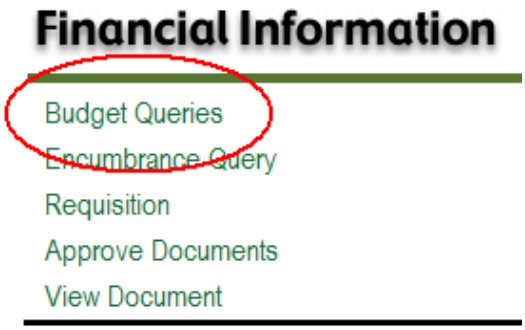
Step 4 – Adjust the **Total Available Balance** calculated in Step 3 for any transactions that have not yet posted to Banner, which could include outstanding Limited Purchase Checks, Travel Expenses, Purchasing Card Expenses, and Intercampus Transfers. This **Adjusted Total Available Balance** is the true amount remaining in the INDEX.

Querying Budget/Transaction Information Using UVLink

UVLink interfaces with Banner Finance to provide another way to access Banner Finance information.

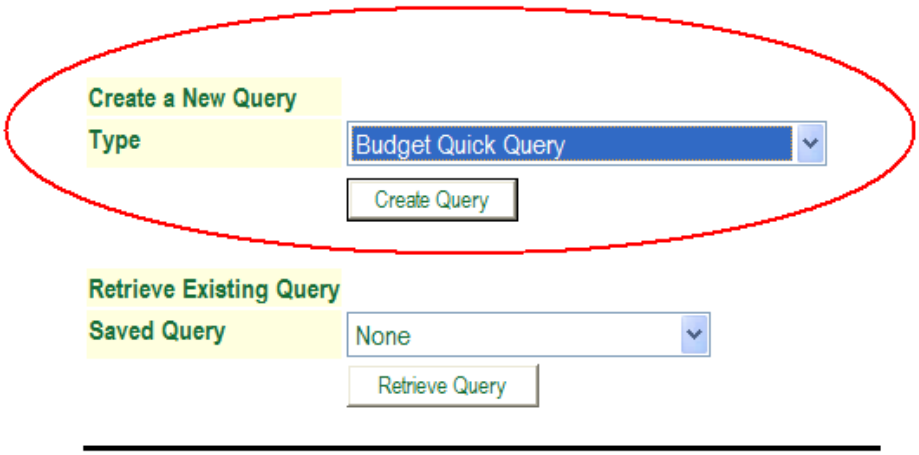
Step 1 – In UVLink, under the *Home* tab, click the *Financial Information Menu* link on the *Online Services Menus* channel.

Step 2 – Select *Budget Queries* from the menu that appears (see figure below).

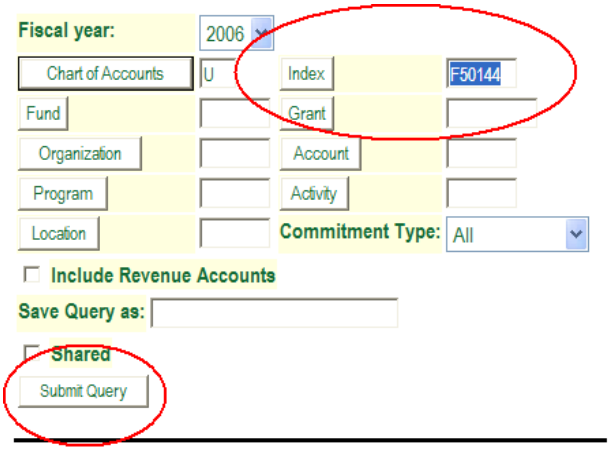


Step 3 – On the next screen that appears, on the drop-down menu next to the *Create a New Query Type* heading, select *Budget Quick Query* (see figure below).

Step 4 – Click *Create Query*.



Step 5 – On the next screen, enter your INDEX Code in the *INDEX* field (see figure below).



Step 6 – Click *Submit Query*. This will populate the Fund and Organization fields.

Step 7 – Click *Submit Query* again. This will bring the Query onto the screen where it can be viewed or printed (see figure below).

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2006

As of Feb 26, 2009

Chart of Accounts	U Utah Valley State College	Commitment Type	All
Fund	150144 Lab Fees Auto Mech	Program	100 Instruction
Organization	261510 Misc Automotive Technology	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
710000	Current Expense Budget	2,006.75	0.00	0.00	2,006.75
720076	Warehouse-Intra Campus	0.00	54.90	0.00	(54.90)
720270	Instructional Supplies	0.00	623.51	0.00	(623.51)
720544	Memberships	0.00	112.00	0.00	(112.00)
Report Total (of all records)		2,006.75	790.41	0.00	1,216.34

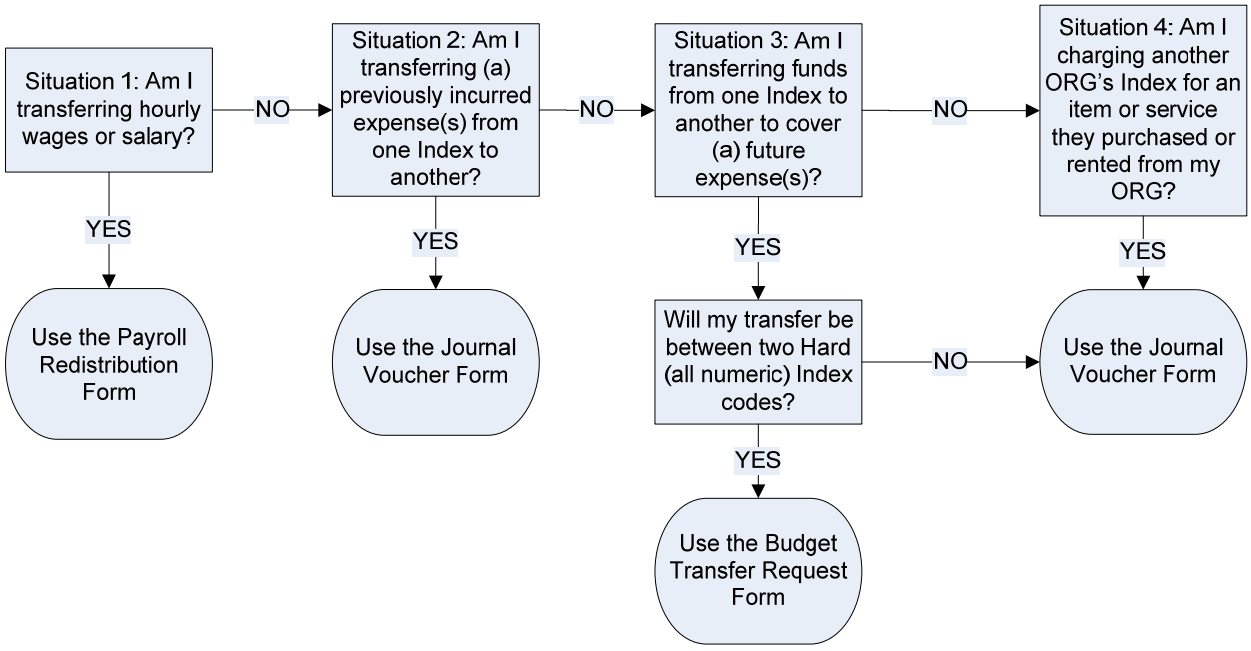
NOTE: The data in the report that appears is set up in a similar fashion to data presented on the Organization Budget Summary Form (FGIBDST) described in Step 4 of the Checking the Available Balance in a Hard Money or Soft Budgeted INDEX (FGIBDST/FGIBSUM) section, Pg.66.

Intercampus Transfers

Making Payroll, Budget, and Journal-Voucher Transfers

Situations arise where Expenses, Revenues, Budgets, or Payroll need to be transferred from one INDEX Code to another. There are specific, departmental forms that are used to process requests of this nature.

Step 1 – Ask yourself the questions in the following chart to determine which form you must use:


Situation 1: Am I transferring hourly wages or salary?
NO
Situation 2: Am I transferring (a) previously incurred expense(s) from one Index to another?
NO
Situation 3: Am I transferring funds from one Index to another to cover (a) future expense(s)?
NO
Situation 4: Am I charging another ORG's Index for an item or service they purchased or rented from my ORG?
YES
Use the Payroll Redistribution Form
YES
Use the Journal Voucher Form
YES
Will my transfer be between two Hard (all numeric) Index codes?
NO
Use the Journal Voucher Form
YES
Use the Budget Transfer Request Form

NOTE: If you need to make a long list of Journal-Voucher related transfers on a regular basis, contact Jacob Atkin, ext. 8576 for a FZPLOAD Template which is a spreadsheet used to enter journal entries into Banner. If your department regularly provides goods or services to other departments on campus, contact Jacob Atkin, ext. 8576 about using the Intercampus Billing System.

NOTE: For transfers that do not fall into the situations discussed above, contact Jacob Atkin, ext. 8567 or another accountant in Finance and Business Services.

Step 2 – Go to the appropriate form and situation section below and continue from there.

Payroll Redistribution Form (Situation 1): The Payroll Redistribution Form is available on the Payroll Office's website and in the Forms section of this manual, Pg.114. Do the following:

Step 3 – If you are moving an employee's entire Payroll Expense for a pay period, leave the area under the *$ AMT* heading blank and the entire amount will be transferred. Otherwise, enter the exact dollar amount.

Step 4 – If you are permanently transferring a current employee's Payroll Expense to another INDEX, submit a completed Electronic Personnel Action Form (EPAF) with the Payroll Redistribution Form. The EPAF is available on Human Resources' website.

Step 5 – If you want Payroll Expense to be transferred to only one other INDEX for multiple pay periods, there is no need to use more than one box, just include the entire range of dates on the *From/To Pay Period Date* lines above the first box.

Step 6 – If you are moving Payroll Expenses between more than two INDEXes, use the other two available boxes. This will show the appropriate INDEX to charge for each time period.

Step 7 – Complete the form. Remember to include your extension number.

Budget Transfer Request Form (Situation 3): This form is available on the Budget Office's website and in the Forms section of this manual Pg.114. When filling out a Budget Transfer Request Form, think in terms of Cash. *Source* is the source of the Cash and *To* is where you are sending the Cash. Complete the form and send it to the Budget Office.

Journal Voucher Form (Situations 2, 3, and 4): The Journal Voucher Form is available on Finance and Business Services' website and in the Forms section of this manual Pg.114. When filling out this form, you need to think in terms of Expenses and Revenues, not Cash. Instructions for the applicable situations from the chart above are described below:

Situation 2–Transfer of Past Expenses: For this situation, think in terms of Expense. Do the following:

Step 3 – Put the INDEX that incurred the Expense on the left under the *Increase Fund Balance* heading.

Step 4 – Put the INDEX that will receive the Expense on the right under the *Decrease Fund Balance* heading.

Step 5 – Put the same Expense ACC code that was charged in Banner under both of the *Banner Exp/Rev Account* headings.

Step 6 – In the *Reason* box, state that you are moving an Expense and write the description of that Expense.

Step 7 – Complete the rest of the form and send it to Finance and Business Services.

Situation 3–Transfer to Cover Future Expenses: For this situation, think in terms of Revenue. Revenue moves in the same direction as Cash. Do the following:

Step 3 – Put the INDEX providing the funds on the right side of the form under the *Decrease Fund Balance* heading.

Step 4 – Next to that INDEX, under the *Banner Exp/Rev Account* heading, put the Expense ACC code **720070**.

Step 5 – Put the INDEX receiving funds on the left side of the form under the *Increase Fund Balance* heading.

Step 6 – If you are moving funds into a Soft INDEX, put the Revenue ACC code **582070** next to the INDEX receiving the funds under the *Banner Rev/Exp Account* heading. If you are moving funds into a Hard INDEX, use the Expense ACC code **720070** instead of **582070**.

Step 7 – In the *Reason* box, state that you need to cover future Expenses.

Step 8 – Complete the form and send it to Finance and Business Services.

Situation 4–Intercampus Billing: For this situation, think in terms of Revenue. Revenue moves in the same direction as Cash. Do the following:

Step 3 – Put the INDEX being charged on the right side of the form under the *Decrease Fund Balance* heading.

Step 4 – Next to that INDEX, under the *Banner Exp/Rev Account* heading, put the appropriate Intercampus Expense ACC code.

NOTE: A list of all Intercampus Revenue and Expense ACC codes that can be used with this form is available on Finance and Business Services' website. Please do not use ACC codes that are not on this list.

Step 5 – Put the INDEX that is making the charge on the left side of the form under the *Increase Fund Balance* heading.

Step 6 – Put the appropriate Intercampus Revenue ACC code from the Account Codes list next to that INDEX under the *Banner Exp/Rev Account* heading.

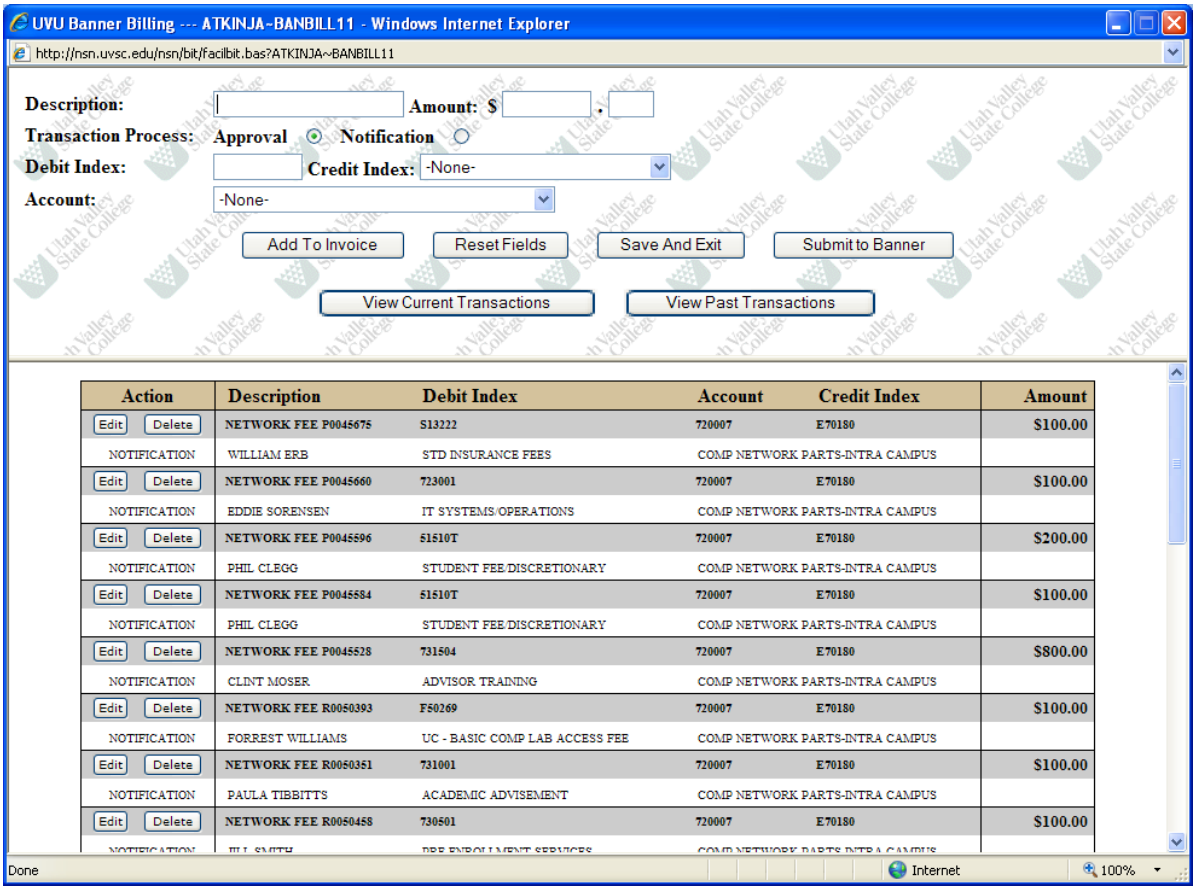
NOTE: Revenue ACC codes cannot be used with Hard INDEXes. For Hard INDEXes, use the same Intercampus Expense ACC code on both sides of the form under the *Banner Exp/Rev Account* heading.

Step 7 – In the *Reason* box, state that you are charging another INDEX and what the charge is for.

Step 8 – Complete the form and send it to Finance and Business Services.

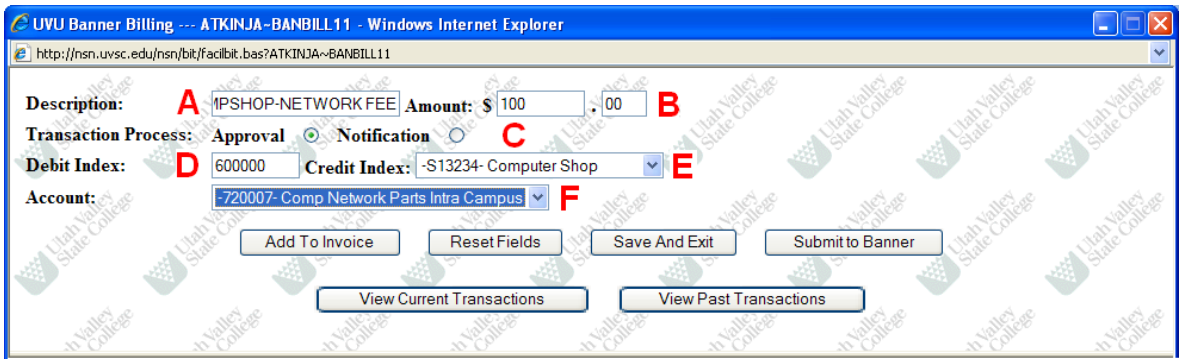
Using the Intercampus Billing System

For regular departmental billings, the Intercampus Billing System can be utilized to enter transactions directly into Banner. This will save you the time of filling out paper forms and keep your Banner records up to date. To gain access to the Intercampus Billing System, contact Jacob Atkin at ext. 8576. You will receive a URL which will direct you to the system (see figure below).


UVU Banner Billing --- ATKINJA~BANBILL11 - Windows Internet Explorer
http://nsn.uvsc.edu/nsn/bit/facilbit.bas?ATKINJA~BANBILL11
Description:
Amount: $
Transaction Process: Approval Notification
Debit Index:
Credit Index: -None-
Account: -None-
Add To Invoice
Reset Fields
Save And Exit
Submit to Banner
View Current Transactions
View Past Transactions
Action Description Debit Index Account Credit Index Amount
Edit Delete NETWORK FEE P0045675 S13222 720007 E70180 $100.00
NOTIFICATION WILLIAM ERB STD INSURANCE FEES COMP NETWORK PARTS-INTRA CAMPUS
Edit Delete NETWORK FEE P0045660 723001 720007 E70180 $100.00
NOTIFICATION EDDIE SORENSEN IT SYSTEMS/OPERATIONS COMP NETWORK PARTS-INTRA CAMPUS
Edit Delete NETWORK FEE P0045596 51510T 720007 E70180 $200.00
NOTIFICATION PHIL CLEGG STUDENT FEE/DISCRETIONARY COMP NETWORK PARTS-INTRA CAMPUS
Edit Delete NETWORK FEE P0045584 51510T 720007 E70180 $100.00
NOTIFICATION PHIL CLEGG STUDENT FEE/DISCRETIONARY COMP NETWORK PARTS-INTRA CAMPUS
Edit Delete NETWORK FEE P0045528 731504 720007 E70180 $800.00
NOTIFICATION CLINT MOSER ADVISOR TRAINING COMP NETWORK PARTS-INTRA CAMPUS
Edit Delete NETWORK FEE R0050393 F50269 720007 E70180 $100.00
NOTIFICATION FORREST WILLIAMS UC - BASIC COMP LAB ACCESS FEE COMP NETWORK PARTS-INTRA CAMPUS
Edit Delete NETWORK FEE R0050351 731001 720007 E70180 $100.00
NOTIFICATION PAULA TIBBITTS ACADEMIC ADVISEMENT COMP NETWORK PARTS-INTRA CAMPUS
Edit Delete NETWORK FEE R0050458 730501 720007 E70180 $100.00
Done
Internet
100%

Creating a Billing:

Step 1 – Fill in the following fields:


UVU Banner Billing --- ATKINJA~BANBILL11 - Windows Internet Explorer
http://nsn.uvsc.edu/nsn/bit/facilbit.bas?ATKINJA~BANBILL11
Description: A MPSHOP-NETWORK FEE Amount: $ 100 . 00 B
Transaction Process: Approval Notification C
Debit Index: D 600000 Credit Index: -S13234- Computer Shop E
Account: -720007- Comp Network Parts Intra Campus F
Add To Invoice
Reset Fields
Save And Exit
Submit to Banner
View Current Transactions
View Past Transactions

A) Enter the description of the charge in the *Description* field. This is the description that will show up in Banner. It is limited to 35 characters.

B) Enter the amount of the charge in the *Amount* field.

C) To the right of the *Transaction Process* heading, select *Approval* to ask for the approval of the responsible party for the INDEX being charged before completing the transaction, or select *Notification* to notify the responsible party of the billing without asking for approval.

NOTE: These messages are sent via e-mail.

D) In the *Debit INDEX* field, enter the INDEX code to be billed.

E) To select the INDEX code to receive the funds, click the Drop-Down Menu button next to the *Credit INDEX* field and select the appropriate INDEX code.

F) To select the ACC code to be charged, click the Drop-Down Menu button next to the *Account* field and select the appropriate ACC code.

Step 2 – If needed, you can add transactions to the invoice:

A) Click the *Add to Invoice* button.

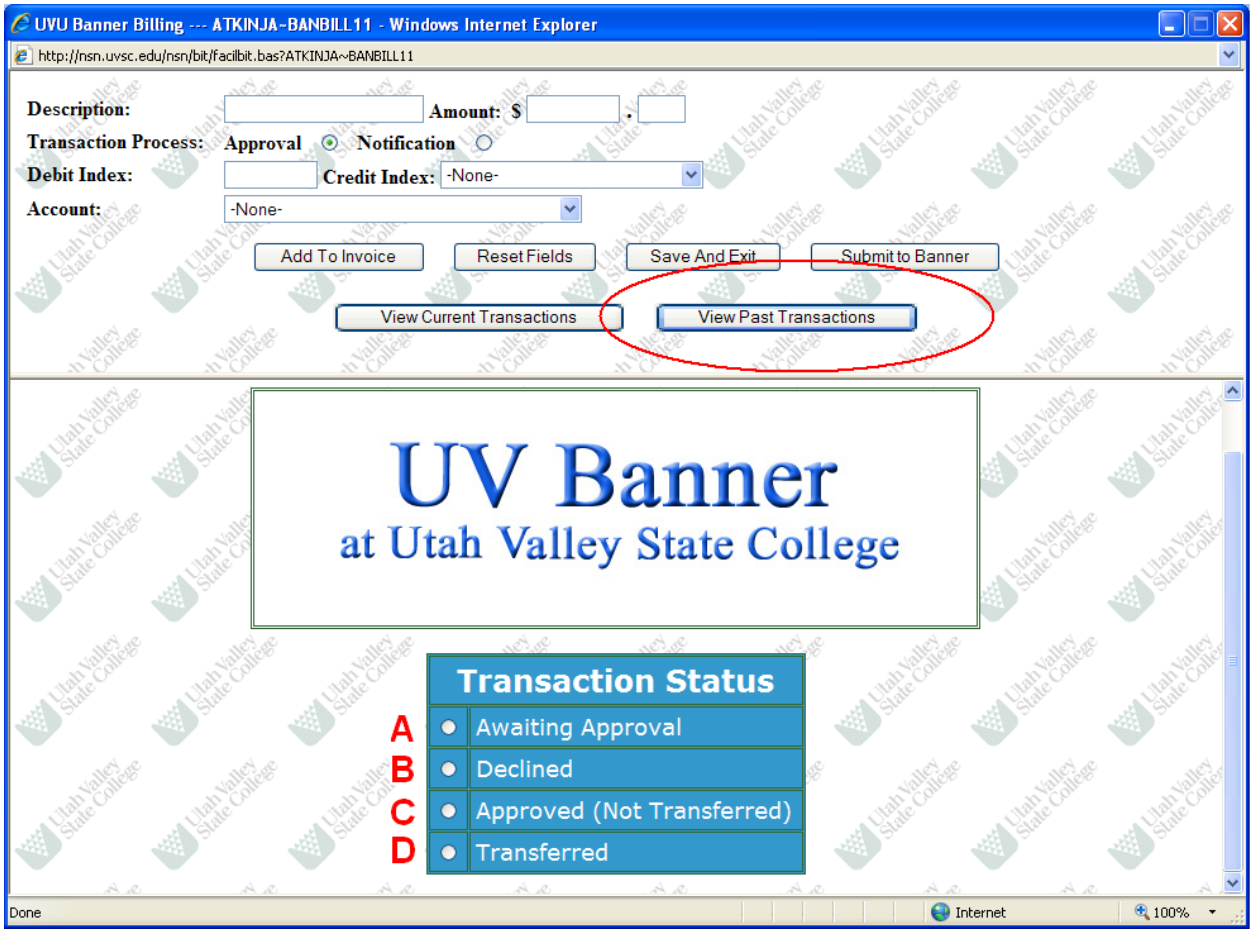
B) Repeat Step 1 for each transaction

Step 3 – Submit the billing by clicking the *Submit to Banner* button or click the *Save and Exit* button to save the invoice for later updating and submission.

NOTE: The Intercampus Billing System can be customized to meet your department's needs. For example, some departments have a *Control Number* field for invoice numbers and some have an *Email Description* field to explain charges to internal customers in more detail.

Viewing Current Transactions: Current transactions are unfinished transactions that have been saved but not submitted. To view current transactions, click the *View Current Transactions* button. The transactions will be shown in the second block of the form.

Viewing Past Transactions:



Step 1 – Click the *View Past Transactions* button. The *Transaction Status* menu will appear in the second block of the form (see figure above).

Step 2 – Select a menu option (see figure above):

A) Click the *Awaiting Approval* button to view a list of all transactions that are still awaiting responsible party approval (see figure below).

Status	Description	Debit Index	Account	Credit Index	Amount
WAITING Resend	COMPSHOP - REIMBURSE FEE P0039749	E70180	720007	243001	$400.00
04/01/2008	EDDIE SORENSEN	INFO TECH SETUP/MAIN			
WAITING Resend	COMPSHOP - NETWORK FEE P0030387	X11115	582007	E70180	$300.00
08/04/2006	KENNETH MATHEWS	STUDENT CENTER	COMP NETWORK PARTS-INTRA CAMPUS		
				Invoice Total:	$700.00

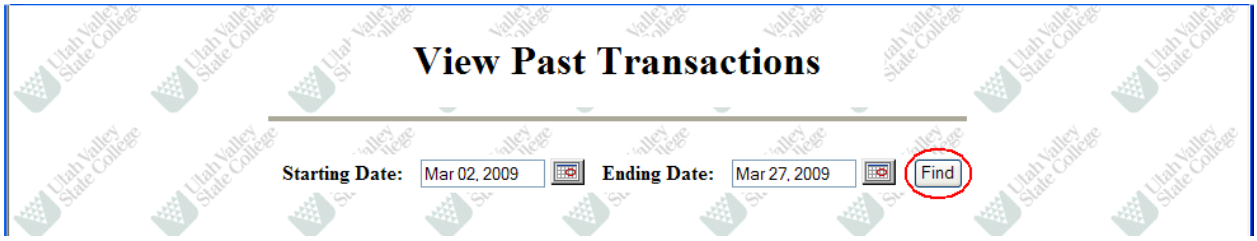
NOTE: To send an e-mail reminder to an individual responsible for approving a transaction, press the *Resend* button (see figure above).

B) Click the *Declined* button to view a list of transactions requiring approval that have been declined.

C) Click the *Approved (Not Transferred)* button to view a list of transactions that have been approved but are still processing.

NOTE: The IT Department posts transactions to Banner daily so approved transactions will not show up in Banner until the following day.

D) Click the *Transferred* button to view a list of completed transactions in between any two dates. To enter the desired dates, do the following:

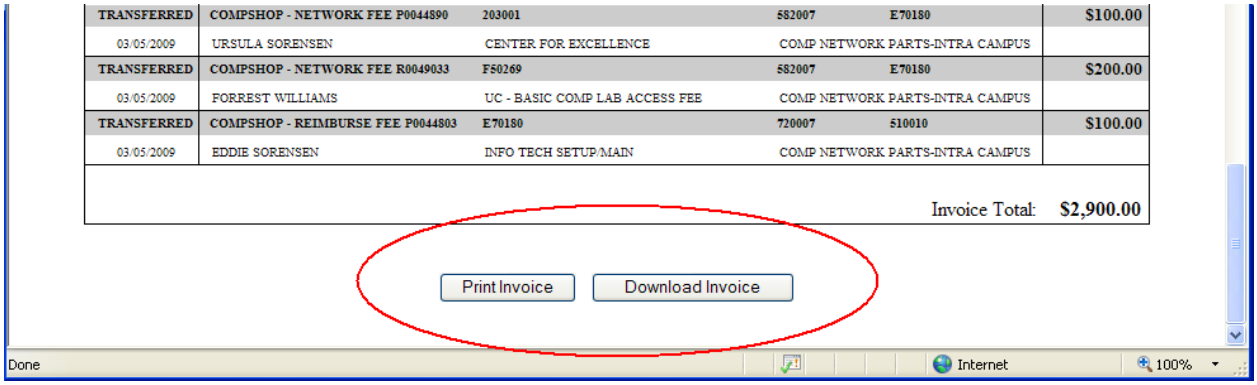


a. Click the Show Calendar button next to the *Starting Date* field and select the proper date in the calendar that appears. The date will populate the *Starting Date* field.

b. Click the Show Calendar button next to the *Ending Date* field and select the proper date in the calendar that appears.

c. Click the *Find* button. This will pull up a list of completed transactions in between the dates entered.

Printing/Extracting Current and Past Transactions:


TRANSFERRED COMPSHOP - NETWORK FEE P0044890 203001 582007 E70180 $100.00
03/05/2009 URSULA SORENSEN CENTER FOR EXCELLENCE COMP NETWORK PARTS-INTRA CAMPUS
TRANSFERRED COMPSHOP - NETWORK FEE R0049033 F50269 582007 E70180 $200.00
03/05/2009 FORREST WILLIAMS UC - BASIC COMP LAB ACCESS FEE COMP NETWORK PARTS-INTRA CAMPUS
TRANSFERRED COMPSHOP - REIMBURSE FEE P0044803 E70180 720007 510010 $100.00
03/05/2009 EDDIE SORENSEN INFO TECH SETUP/MAIN COMP NETWORK PARTS-INTRA CAMPUS
Invoice Total: $2,900.00
Print Invoice
Download Invoice
Done
Internet
100%

Step 1 – Pull up any list of transactions using a method described above in the Viewing Current Transactions or Viewing Past Transactions sections.

Step 2 – Scroll down to the bottom of the list.

Step 3 – Click the *Print Invoice* button to print the list or click the *Extract Invoice* button to extract the list into Microsoft Excel.

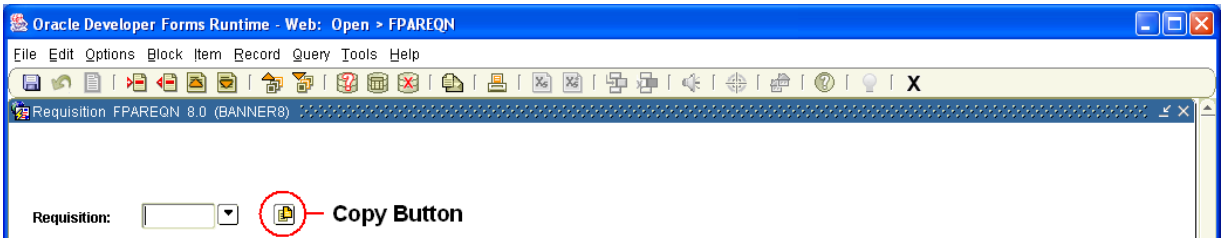
Banner Procurement Instructions

Banner Requisitions
(Requests for Purchase Order)

Creating a Requisition (FPAREQN)

Navigate to the Requisition Form (FPAREQN) in Banner.

NOTE: Do not order warehouse supplies using the Requisition Form (FPAREQN).

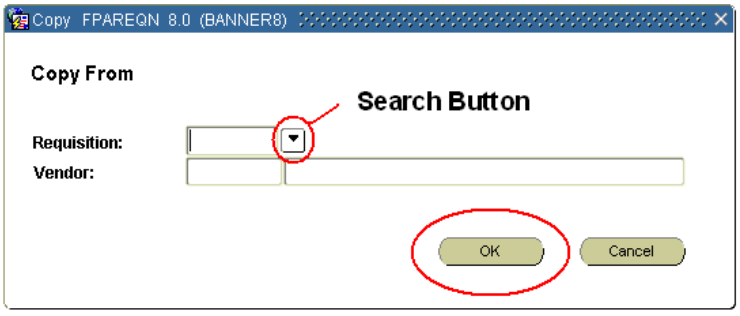

Oracle Developer Forms Runtime - Web: Open > FPAREQN
File Edit Options Block Item Record Query Tools Help
Requisition FPAREQN 8.0 (BANNER8)
Requisition:
Copy Button

Step 1 – Create a requisition from scratch or copy a previous requisition.

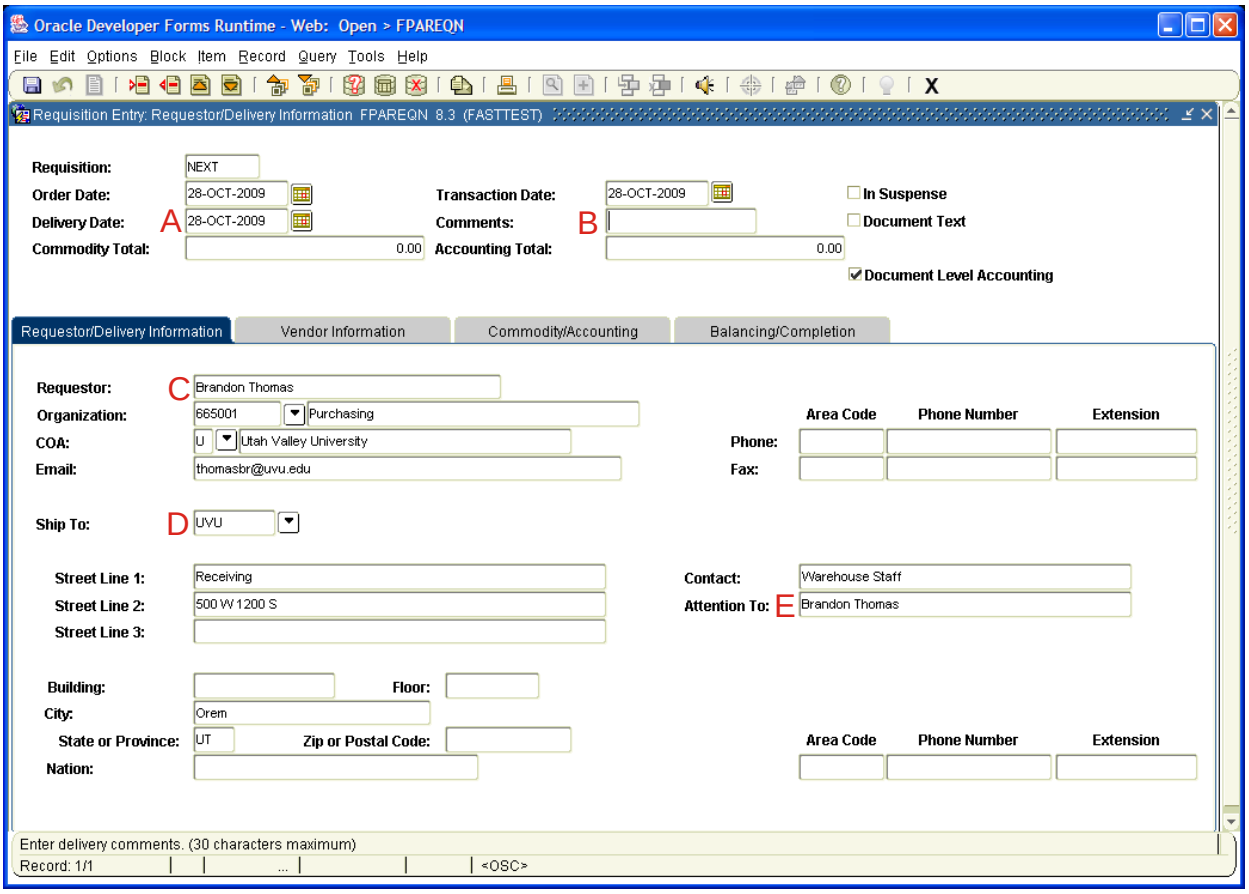
A) To create a requisition from scratch:
   a. Leave the *Requisition* field blank (see figure above). Do not create your own requisition number.
   b. Next Block (Ctrl-Page Down) to the Requestor/Delivery Information block.

      NOTE: If you enter something accidentally, delete the requisition (see Deleting Incomplete Requisitions (FPAREQN), Pg.96). A requisition with an invalid number may not process.

B) To copy the data from an existing requisition to a new requisition:
   a. Click the Copy button or select *Copy Requisition* from the *Options* menu.
   b. In the Copy window that appears, type the number for the requisition you wish to copy in the *Requisition* field (see figure below).
   c. Press the Tab key on the keyboard. If a vendor was entered on the original requisition, it will be displayed in the *Vendor* field.
   d. If you need to search for a number, click on the Search button next to the *Requisition* field (see Searching for a Requisition (FPIRQST), Pg.99).
   e. Click *OK* to proceed to the Requestor/Delivery Information block.



Step 2 – Complete the following fields in the Requestor/Delivery Information block (see figure below):



A) To enter the Delivery Date, press any letter on the keyboard followed by the Tab or Enter key. This will enter today's date. If you would like the items delivered as soon as possible, please use today's date; otherwise enter a future delivery date. You can also use the calendar to select a date by pressing the Calendar button next to the *Delivery Date* field (see Using the Calendar (GUACALN), Pg.55).

B) The *Comments* field does not print on the PO. This field is for information you want to provide to Procurement Services. Use this field to indicate requests, such as: **Standing/Open PO or rush order**. Do not include information that needs to be provided to the vendor.

WARNING: Do not enter protected information in any field when creating a requisition. For a list of protected information, refer to the Protected Information section of this manual, Pg.26.

C) The *Requestor* field should populate with your information, based on your user name. If you wish to change it, you may. Remember, when searching for requisitions, Banner uses the name in this field.

D) The *Ship To* field should always be 'UVU'. This gives the vendor the correct address for which to ship the items. We want all items to be delivered to Receiving.

NOTE: If you are on another campus or need something large installed, Procurement Services will change the address on the PO.

E) The *Attention To* field defaults with 'Warehouse Staff'. Replace this with the name of the department contact and the mail stop code where the PO should be sent. Do not use more than 30 characters when entering this information**.**

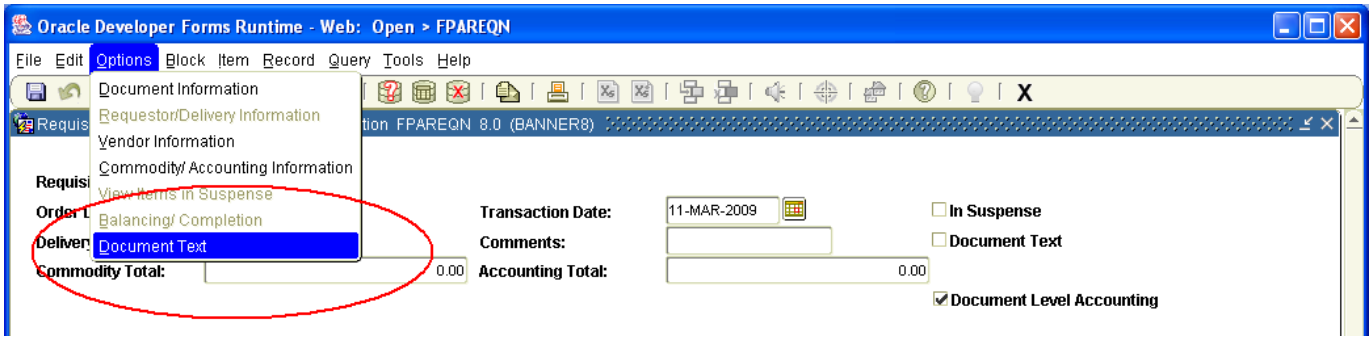
NOTE: The *COA, Organization, Email, Phone*, and *Fax* fields should populate based on your user name. You may change anything but the *COA* field by manually entering the information or by contacting Procurement Services to have the auto-populating information changed. Changing the *COA* field will cause your requisition to go into suspense and it will not process correctly.

Step 3 – If needed, add Document Text. Document Text can be used to enter prospective vendors for a bid, addresses that are too long for the *Vendor* field, or vendor needed information regarding the order. Document Text can be entered at anytime during the creation of a requisition.

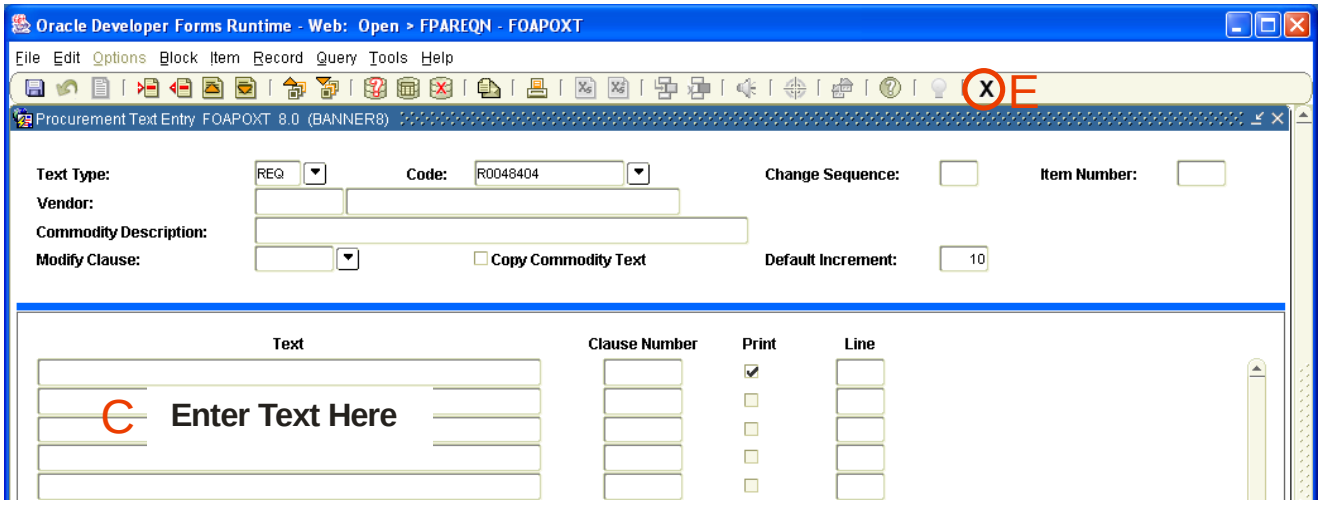
NOTE: Do not use Document Text for information that is specific to a certain item being ordered. That information should be entered in *Item Text*, found in the *Options* menu. Item Text works just like Document Text, except that it ties the text directly to a specific item.

WARNING: Do not enter protected information in any field when creating a requisition. For a list of protected information, refer to the Protected Information section of this manual, Pg.26.

A) To enter Document Text, select *Document Text* from the *Options* menu (see figure below). This will take you to the Procurement Text Entry Form (FOAPOXT). Ignore all of the information in the first block.



B) Next Block (Ctrl-Page Down) to the *Text* fields (see figure below) or select the first *Text* field with your mouse.



C) Type as many as 1000 lines. Unfortunately, there isn't a wrap feature. At the end of each line, manually move to the next field by pressing the Down Arrow key on the keyboard.

D) Save your work by pressing the F10 key.

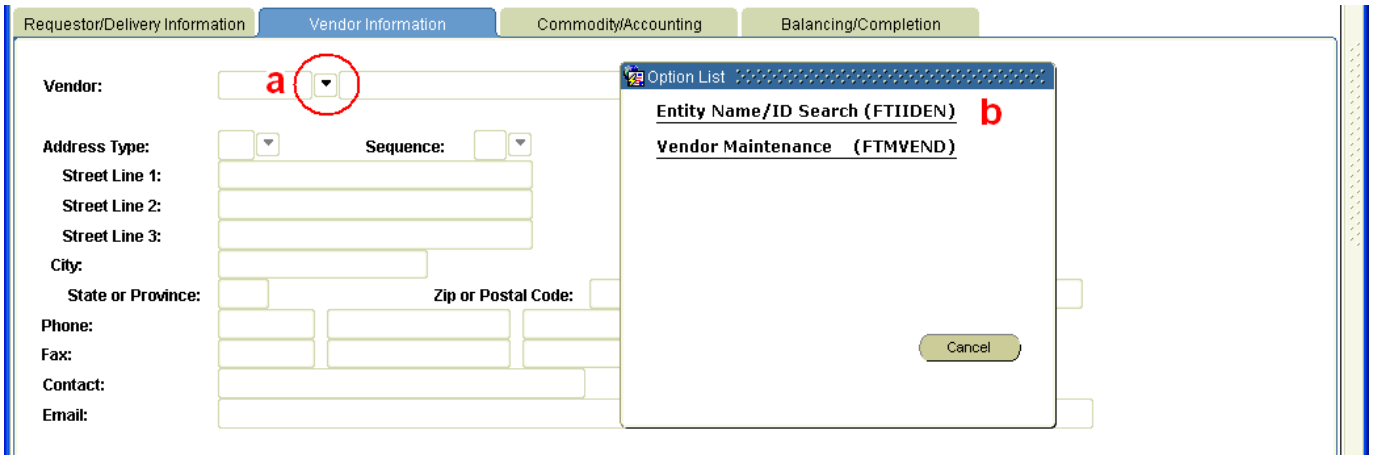
E) When you are finished entering Document Text, press the Exit button **X** to exit the form. This will return you to the Requisition Form (FPAREQN).

NOTE: The Accounts Payable Office (A/P) does not see the online requisition. Please do not put requests for A/P in Item or Document Text (i.e., check holding). If you need a check held, please contact A/P directly or attach a note to your invoice when you send the document to A/P for payment.

Step 4 – Next Block (Ctrl-Page Down) to the Vendor Information block.

Step 5 – Enter the vendor information (see figure below).

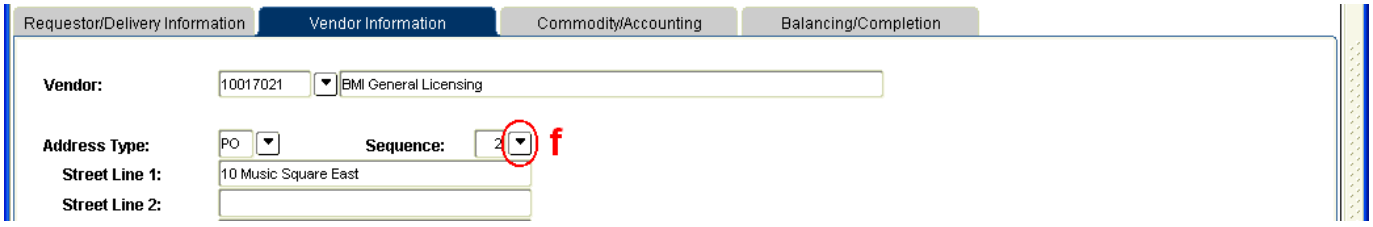
A) To search for the vendor ID:



a. Click on the Search button next to the *Vendor* field.
b. Choose *Entity Name/ID Search (FTIIDEN)* from the Option list window that appears (see figure above).
c. In the *Last Name* field of the Vendor Name/ID Search Form (FTIIDEN), enter a portion of the vendor name surrounded by "%" signs (i.e., %Company%) (figure not shown).

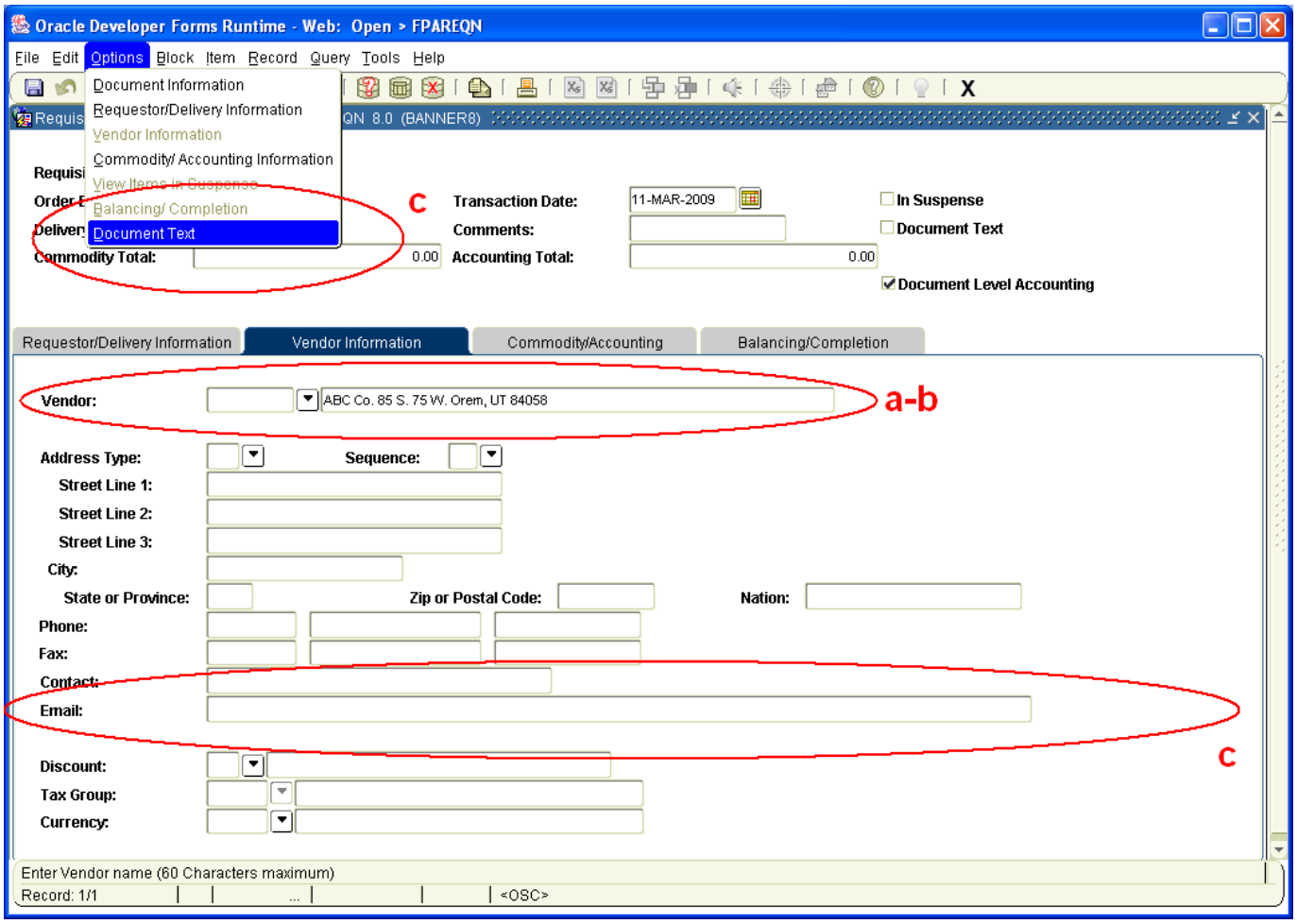
   NOTE: This search is case sensitive and must match exactly. The first letter of each word is capitalized while the rest are not.

d. Click Execute Query on the Toolbar or press F8 on the keyboard.
e. Double click the appropriate Vendor ID number, and the vendor information will auto populate the *Vendor* field.
f. Many vendors have more than one address. To access other addresses, click the search button by the *Sequence* field after the Vendor ID has been entered (see figure below).



B) Enter a Vendor ID in the left *Vendor* field.

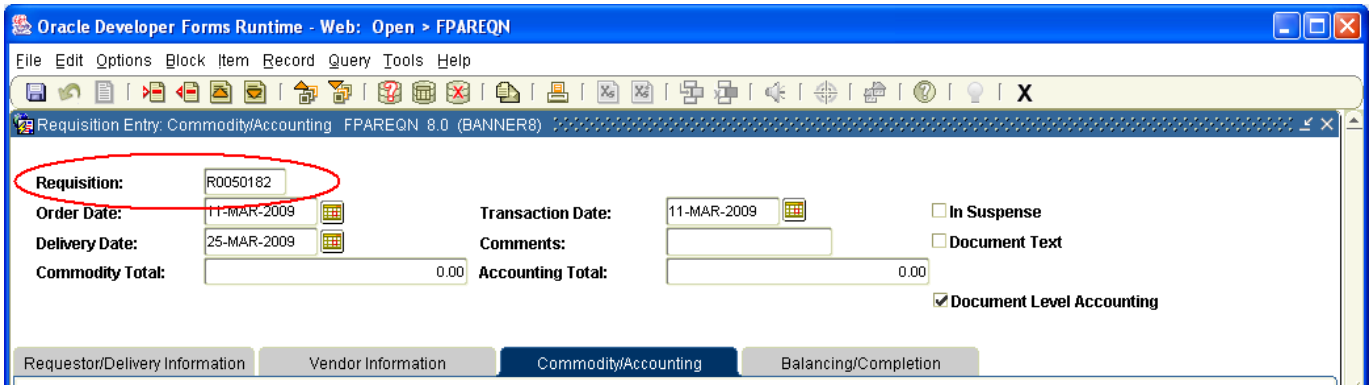
C) If the vendor you want is not listed in the Vendor Name/ID Search Form (FTIIDEN):
   a. Leave the left *Vendor* field on the Vendor Information block blank.
   b. In the right *Vendor* field, enter the vendor name and address (see figure below).
   c. If the information is too large for that area, enter it in the *Email* field or Document Text (see Step 3).



D) If you are entering a bid:
   a. Leave the left *Vendor* field blank.
   b. In the right *Vendor* field, enter "Bid" and what the bid is for (i.e., Bid for Speaker Equipment).
   c. Enter all of your vendors' information in Document text.

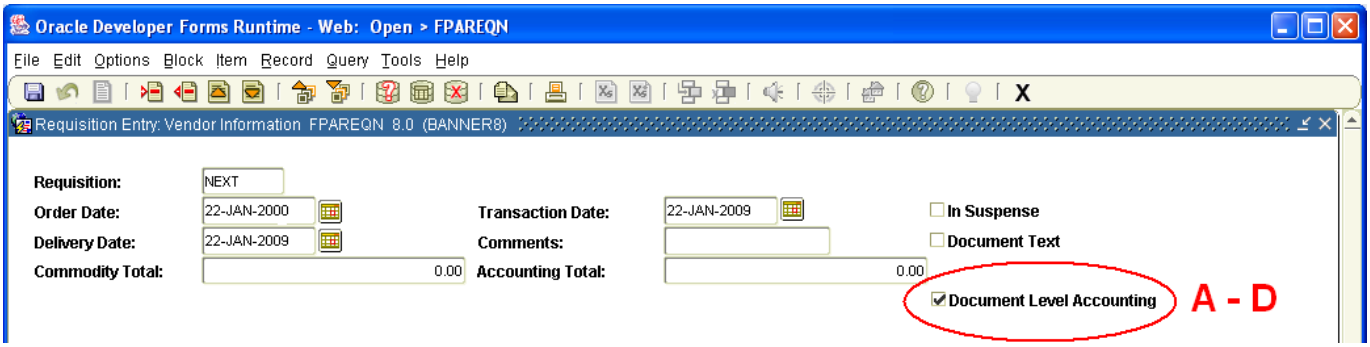
NOTE: If the address information in Banner is incorrect, please note the changes in Document Text.

Step 6 – Next Block (Ctrl-Page Down) to the Commodity/Accounting block.



Step 7 – At this point, a requisition number is assigned. Your requisition number is visible in the *Requisition* field (see figure above). Write this number down in case you need to refer to it in the future.

Step 8 – Choose a cost allocation method (Document or Commodity Level Accounting).

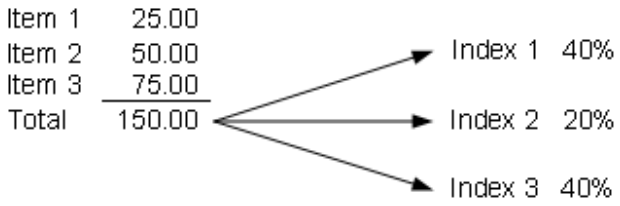


A) To allocate the total dollar amount of your requisition to one INDEX (see example below), choose *Document Accounting* by leaving the *Document Level Accounting* box checked (see figure above).

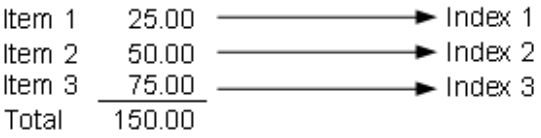
Item 1	25.00
Item 2	50.00
Item 3	75.00
Total	$150.00 → Index 1

B) To allocate the total dollar amount to multiple INDEXes based on percent or arbitrary dollar amounts (see example below), choose *Document Accounting* by leaving the *Document Level Accounting* box checked (see figure above).

NOTE: You must have permission/access to enter information for each INDEX on a requisition in Banner.



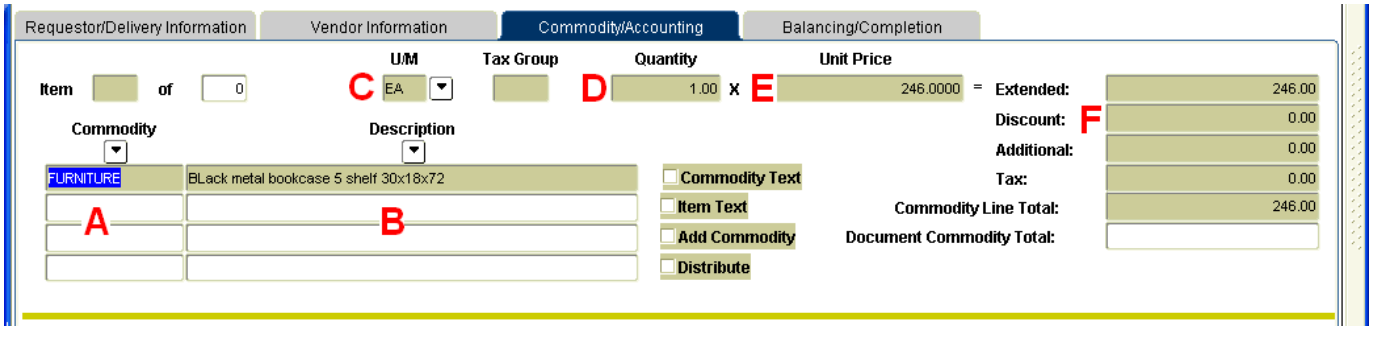
C) To allocate each item's cost to specific INDEXes (see example below), choose *Commodity Accounting* by un-checking the *Document Level Accounting* box (see figure above):



D) To allocate each item's cost to multiple ACC codes under one INDEX (see example below), choose *Commodity Accounting* by un-checking the *Document Level Accounting box* (see figure above).

NOTE: You must decide between Document Accounting and Commodity Accounting prior to entering any accounting information in Step 9. Procurement Services cannot change this later. Also, in Commodity Accounting, item cost can also be allocated to multiple INDEXes. Contact Procurement Services for further explanation.

Step 9 – Describe what you are ordering. Enter the following fields (see figure below):



A) In the *Commodity* field, enter the commodity code of the item you are requesting. Commodity codes default the appropriate Expense ACC codes to assign to each purchase. Entering commodity codes will also

ensure that your requisition is forwarded to the appropriate purchasing agent, saving time. (To look up commodity codes, go to the Commodity Codes for General Purchases' section in the Appendix, Pg.125 or go to Procurement Services' website.)

NOTE: Never use a stock (Warehouse) commodity code on a requisition to an outside vendor. Doing so will increase the warehouse inventory.

B) After you enter a commodity code, the *Description* field will populate with a default description. Replace the default description with a description of the item you wish to purchase. Failure to include sufficient information will cause the requisition to be delayed. This field is limited to 50 characters. For a longer description use Item Text, found in the *Options* menu. Please include as much information regarding the item as possible.

WARNING: Do not enter protected information in any field when creating a requisition. For a list of protected information, refer to the Protected Information section of this manual, Pg.26.

C) In the *U/M* field, enter the Unit of Measure. The most common is each (EA). Click the Search button next to the *U/M* field for a list of more choices.

D) In the *Quantity* field, enter the quantity of the item you want based on the Unit of Measure selected.

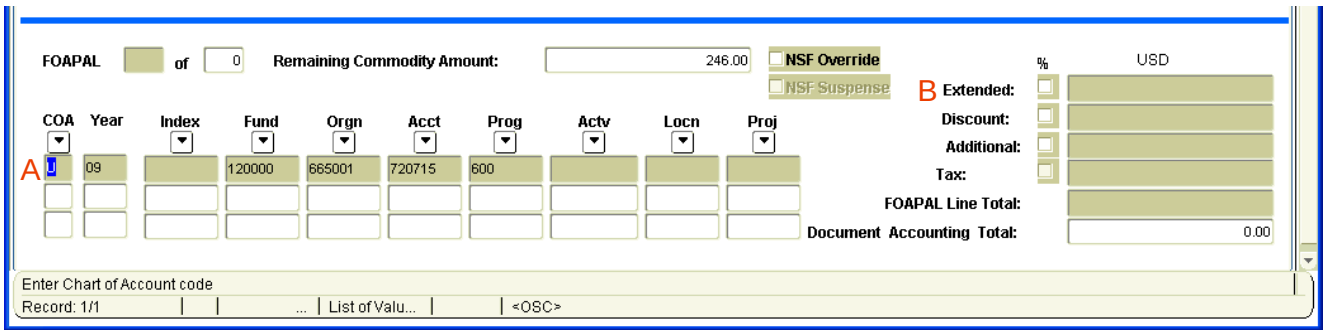
E) In the *Unit Price* field, enter the dollar amount of the item requested. If you are unsure of the exact price, enter your best approximation—please indicate that this is an approximate price in the Item Text. Requisitions encumber funds in Banner. Requisitions with zero line amounts will post but they **will not process** into POs. These requisitions will need to be cancelled and recreated. If your order includes free items, list them in Document Text (see step 3).

F) In the *Discount* field, enter any special discount. Do not enter vendor terms here (i.e. 2% net 10), Accounts Payable will receive that information on the invoice.

G) If you are using Document Accounting, to enter another item, select Next Record (Down Arrow) and repeat Step 9. If you are using Commodity Accounting, repeat Steps 9-11 for each item.

Step 10 – Next Block (Ctrl-Page Down) to the Accounting block.

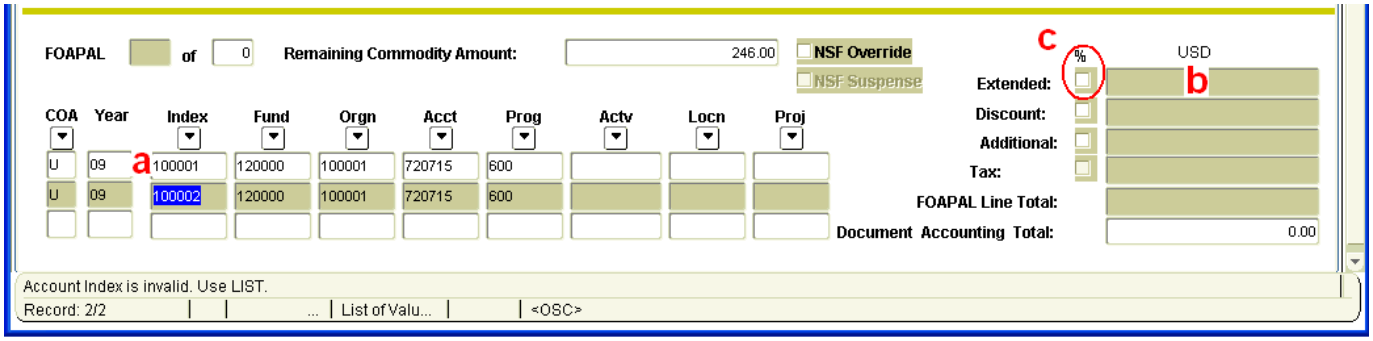
Step 11 – Allocate the cost of the requisition in the Accounting block (see figure below).



A) Your accounting information will default from the ORG code entered in the *Organization* field in Step 2-C, Pg.84. If you wish to change the accounting information, enter the appropriate INDEX code in the *INDEX* field. Do not make changes in the *COA* field or the *Acct* field, or your requisition may not process.

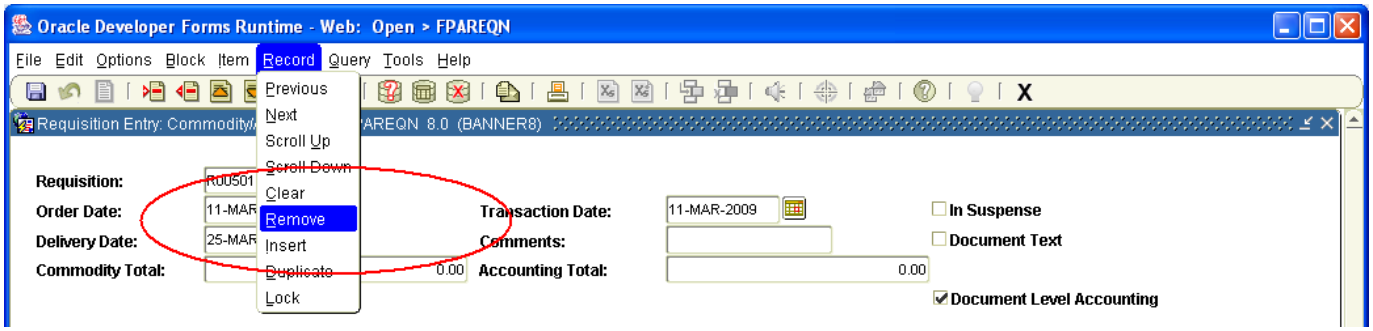
B) If you are using only one INDEX code, the *Extended* field will automatically populate. Simply proceed to the Next Block.

C) If you are using multiple INDEXes or ACC codes (see figure below):



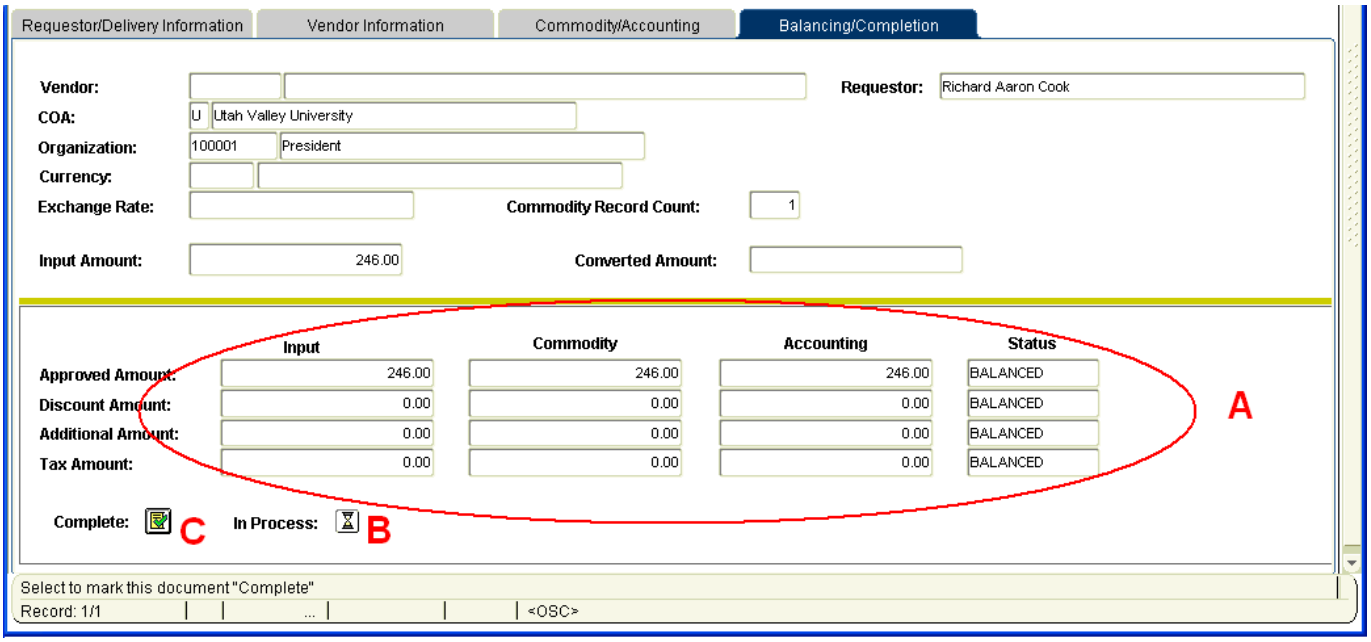
a. Enter the first INDEX code in the *INDEX* field (see figure above).
b. To enter an exact amount to be allocated to the INDEX, simply enter the amount in the *Extended* field.
c. To enter a percentage amount to be allocated to the INDEX, click the *%* box next to the *Extended* field, enter the percentage in the *Extended* field and press Enter on the keyboard.
d. Press the down arrow to get to the next record.
e. Repeat steps a and (b or c) for each INDEX. (For the last INDEX entered, the remaining balance will automatically populate the *Extended* field.)

NOTE: Never leave a zero dollar amount line on an INDEX or you will have to recreate the requisition. If you need to delete a line of accounting information (FOAPAL string), highlight the INDEX and click *Remove* in the *Record* menu (see figure below).



Step 12 – Next Block to the Balancing/Completion block.

NOTE: Once you get to this tab, the requisition will automatically encumber funds, whether you complete it or not. If you decide not to process the requisition, you will need to delete it in order to release the encumbrance of funds (see Deleting Incomplete Requisitions (FPAREQN), Pg.96).



Step 13 – Complete the Requisition (see figure above).

A) Ensure that the amounts under the *Input*, *Commodity*, and *Accounting* headings match and are balanced.

B) If you wish to hold the requisition, click the In Process button . This allows you to come back at any time and modify or complete the requisition.

C) If everything balances, and you are ready to submit the requisition, click the Complete button . This completes the requisition and submits it for approval.

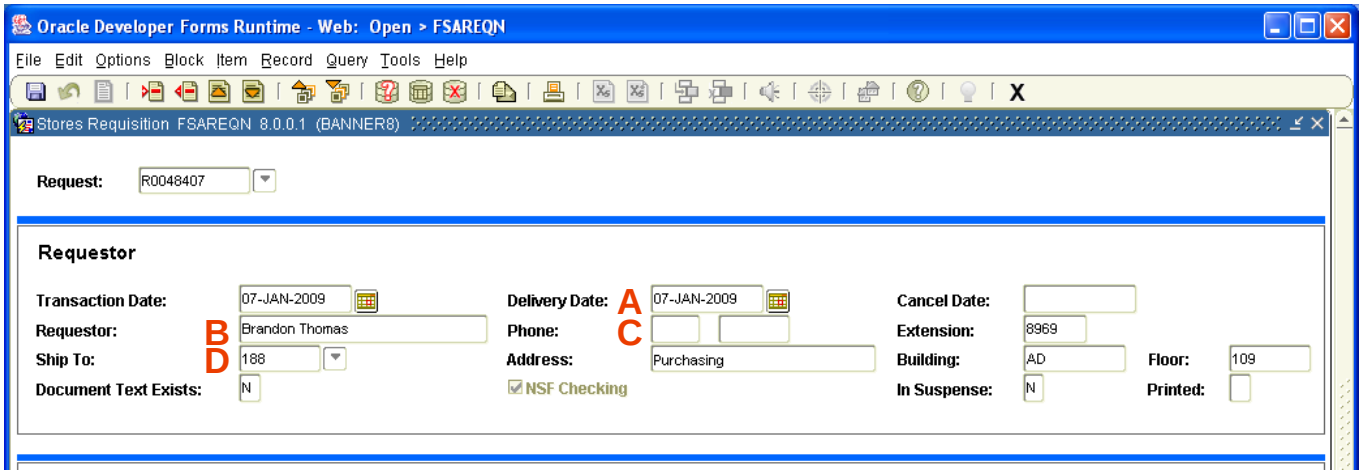
Creating a Stores (Warehouse Supplies) Requisition (FSAREQN)

To order supplies from the warehouse, navigate to the Banner Stores Requisition Form (FSAREQN).

NOTE: Do not order warehouse supplies using the Requisition Form (FPAREQN).

Step 1 – In the *Request* field, type NEXT.

Step 2 – Next Block (Ctrl-Page Down) to the Requestor block.



Step 3 – Complete the following fields in the Requestor block (see figure above):

A) In the *Delivery Date* field, type any letter, and then press Tab. This will fill in today's date. The warehouse will try for next business day delivery, if possible.

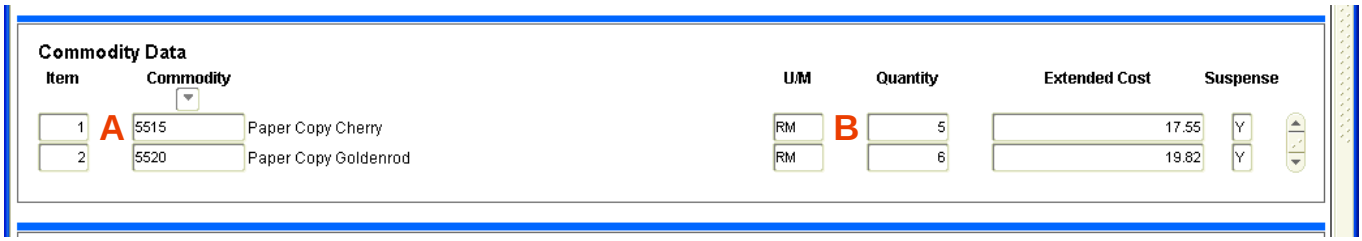
B) In the *Requestor* field, type your full name.

C) Put your telephone number in either the *Phone* field or the *Extension* field.

D) In the *Ship To* field, type your mail code. If this pulls up the wrong information, please send an e-mail to *minerje@uvu.edu* with the correct information.

Step 4 – Next Block (Ctrl-Page Down) to the Commodity Data block.

Step 5 – Complete the following fields in the Commodity Data Block (see figure below):

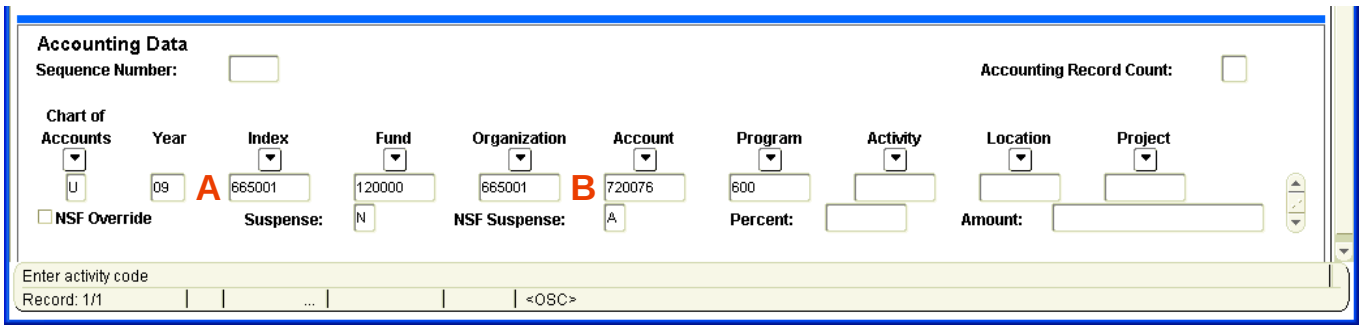


A) In the *Commodity* field, type the commodity code. You can look up the appropriate commodity code on the Commodity Codes for Warehouse Purchases section in the Appendix, Pg.127 or on the Procurement Services' website. Stores/warehouse commodity codes are always a four-digit number.

B) In the Quantity field, type the desired number of items.

C) For multiple item orders, choose Next Record or press the down arrow on the keyboard to advance to the next line.

Step 6 – Next Block (Ctrl-Page Down) to the Accounting Data block (see figure below).



Step 7 – Complete the following fields in the Accounting Data Block:

A) In the *INDEX* field, type your INDEX code.

B) In the *Account* field, type **720076**. This will always be the ACC code for stores purchases.

Step 8 – Next Block (Ctrl-Page Down) to the Completion block.

Step 9 – Make sure everything balances and click the Complete button .

NOTE: If you have received or ordered the wrong item, please call the warehouse at 8396 to make arrangements for the item to be picked up and the correct item to be delivered.

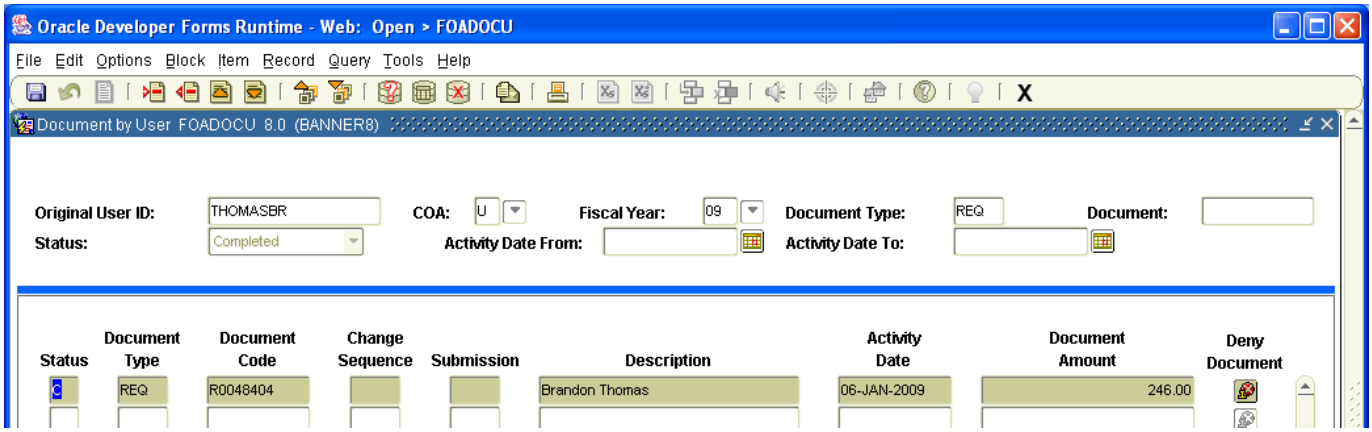
Changing a Requisition (FPAREQN)

A requisition can be changed prior to being approved by the final approver. If the requisition has been completed, the document must first be denied (see Denying a Requisition (FOADOCU) below). Once the requisition is in an incomplete state, changes can be made to the requisition using the Requisition Form (FPAREQN). Once you have made all of the necessary changes, click the Complete button . The requisition will be forwarded to the approval queues. Keep in mind that the requisition will need to pass through all approval queues required for the purchase, even if it previously was approved in one or more of those queues.

Denying a Requisition (FOADOCU)

Once you complete a requisition, you can no longer make changes to it without denying the document and setting it back to incomplete. This can be done anytime before the final approval. To do this, you will need to have the next approver deny the requisition, or navigate to the Document by User Form (FOADOCU) to deny it.

NOTE: Procurement Services cannot change requisitions, nor can they deny them.



Step 1 – Ensure that your user ID defaults in the *Original User ID* field.

Step 2 – Enter 'REQ' in the *Document Type* field.

Step 3 – Change the *Status* field to 'Completed'.

Step 4 – Next Block (CTRL-Page Down).

Step 5 – A list of documents meeting the specified criteria will be listed. Locate the document you wish to deny and click the Deny Document button .

Deleting Incomplete Requisitions (FPAREQN)

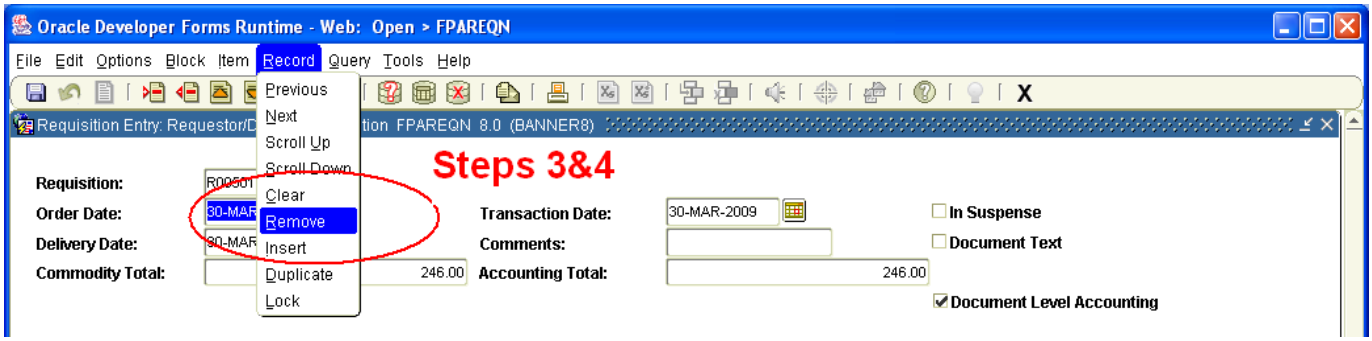
To delete a requisition that is still "in process," navigate to the Requisition Form (FPAREQN).

NOTE: If the requisition has been completed, but not approved, first set the requisition to incomplete status (see Denying a Requisition (FOADOCU), Pg.95).

Step 1 – In the *Requisition* field, enter the requisition number you wish to delete. This number should be an R, 0 (zero), 0 (zero), and the five digit number (i.e., R0027722).

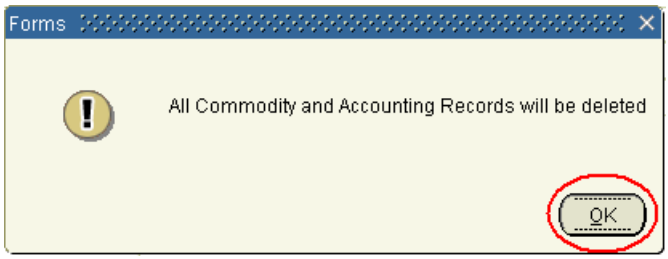
Step 2 – Next Block (CTRL-Page Down).

Step 3 – Go to the *Record* menu and select *Remove*, click the Record Remove button on the Toolbar, or press CTRL-F6 on the keyboard.



Step 4 – Repeat Step 3. You must select *Remove* twice in a row to delete a requisition.

Step 5 – A box stating "All Commodity and Accounting Records will be deleted" will pop up.

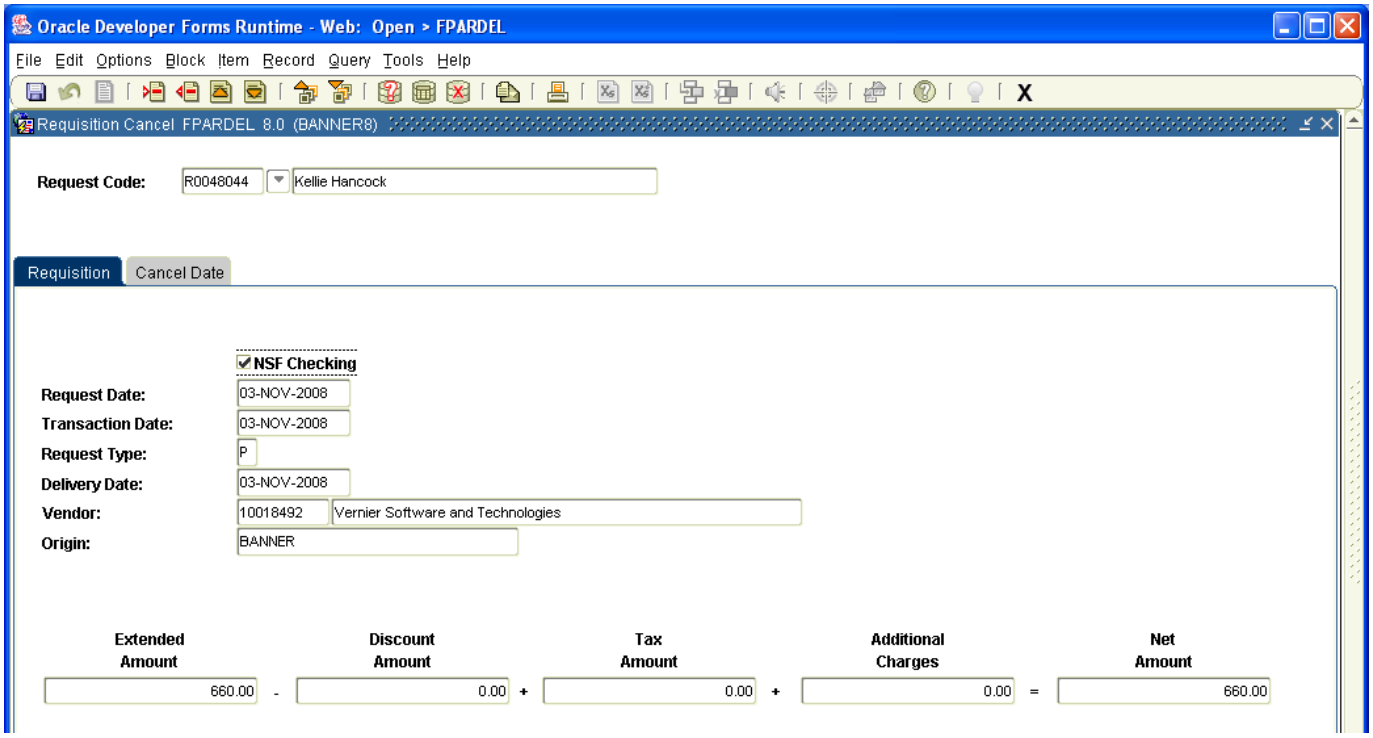


Step 6 – Click *OK*. The requisition will be deleted and no record will exist in Banner.

NOTE: Remember that Banner encumbers the amount listed on requisitions. So, if you do not cancel unneeded or incorrect requisitions, they will still show up as encumbrances and reduce the Available Balance in your INDEX.

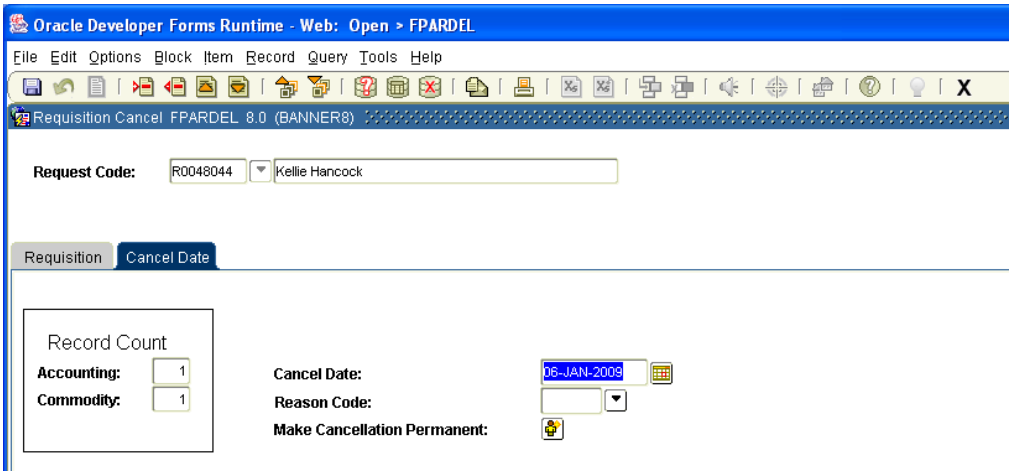
Canceling a Requisition (FPARDEL)

To cancel a requisition that has been completed and approved, navigate to the Requisition Cancel Form (FPARDEL). If your requisition has not been approved, you will need to delete the requisition (see Deleting Incomplete Requisitions (FPAREQN), Pg.96).



Step 1 – In the *Request Code* field, enter the requisition number of the requisition you want to cancel (see figure above). You can also search for the requisition by clicking the down arrow (see Searching for a Requisition (FPIRQST), Pg.99).

Step 2 – Next Block (CTRL-Page Down) and the remainder of the form will fill in automatically. Verify that the requisition is the one you want to cancel.



Step 3 – Next Block (CTRL-Page Down) to the Cancel Date tab (see figure above).

Step 4 – In the *Reason Code* field, enter the appropriate reason for canceling the requisition. (You can view a list of codes by clicking the Search button next to the *Reason Code* field.)

Step 5 – Click on the Make Cancellation Permanent button. This will cancel the requisition and send it to the posting process. Within several minutes, the encumbrance on your budget will be removed. Once canceled, a requisition cannot be reopened.

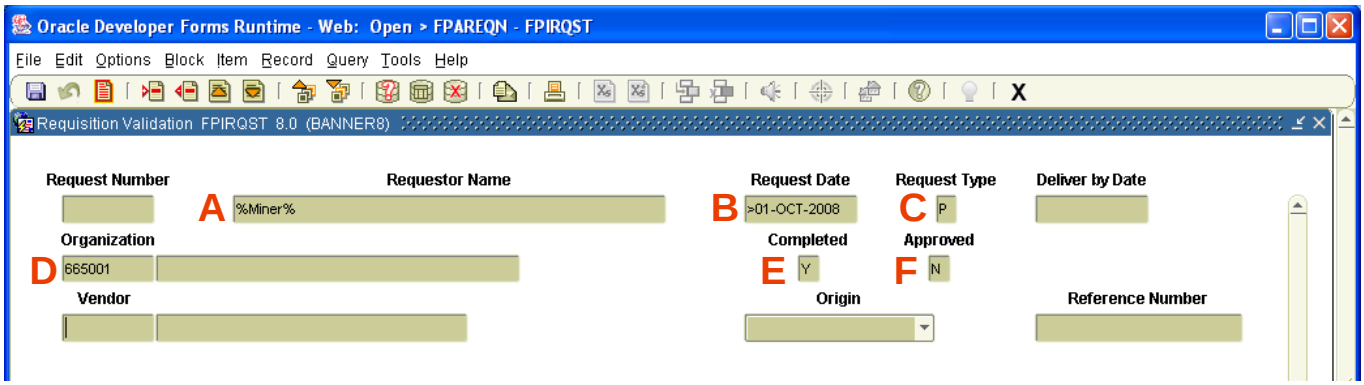
NOTE: Remember that Banner encumbers the amount listed on requisitions. So, if you do not cancel unneeded or incorrect requisitions, they will still show up as encumbrances and reduce the Available Balance in your INDEX.

Searching for a Requisition (FPIRQST)

To search for a requisition, navigate to the Requestor Validation Form (FPIRQST).

NOTE: You can navigate to this form by clicking the Search button next to any Requisition Number or *Document Code* field.

Step 1 – The form will load populated with all of the requisitions ever entered into Banner. To begin a query, select *Enter* from the *Query* menu, click the Enter Query button on the Toolbar, or press F7 on the keyboard.



Step 2 – Choose a field from which to query. You can query on one or more of the following fields (see figure above):

A) *Requestor Name*– The name must be entered exactly as it was entered during the creation of the requisition. You can also search using part of a name by using % signs (i.e. %Miner% will search for all names with 'Miner' in them). This search is case sensitive.

B) *Request Date – You can search for specific date, or you can narrow your search by a date range. For example, to search for all requisitions created after October 1, 2008 enter the following: '>01-OCT-2008'.*

C) *Request Type– There are two request types: enter P for a general requisition and S for a stores requisition.*

D) *Organization– Enter an ORG code.*

E) *Completed – Enter 'Y' or 'N'*

F) *Approved – Enter 'Y' or 'N'*

NOTE: For more query options, see the Navigating Banner section, Pg.48.

Step 3 – When you have entered all of your desired search criteria, execute the query by selecting *Execute* from the *Query* menu, clicking the Execute Query button on the Toolbar, or by pressing F8 on the keyboard.

Step 4 – When you have located your desired requisition, you can double click it to copy the requisition number to the previous form (i.e., FPAREQN or FOIDOCH).

Checking the Status of a Requisition (FOIDOCH)

To check the status of a requisition or PO, navigate to the Document History Form (FOIDOCH) (see figure below).

Step 1 – In the *Document Type* field, enter either 'REQ' for requisition or 'PO' for purchase order.

Step 2 – Enter the appropriate document number in the *Document Code* field.

NOTE: You can search for either the document type or the document code by clicking the appropriate Search button .

Step 3 – Next Block (CTRL-Page Down):

A) The *Requisition* box contains *Requisition* and *Status* fields (see figure below). The *Status* field entries in this box represent the following:

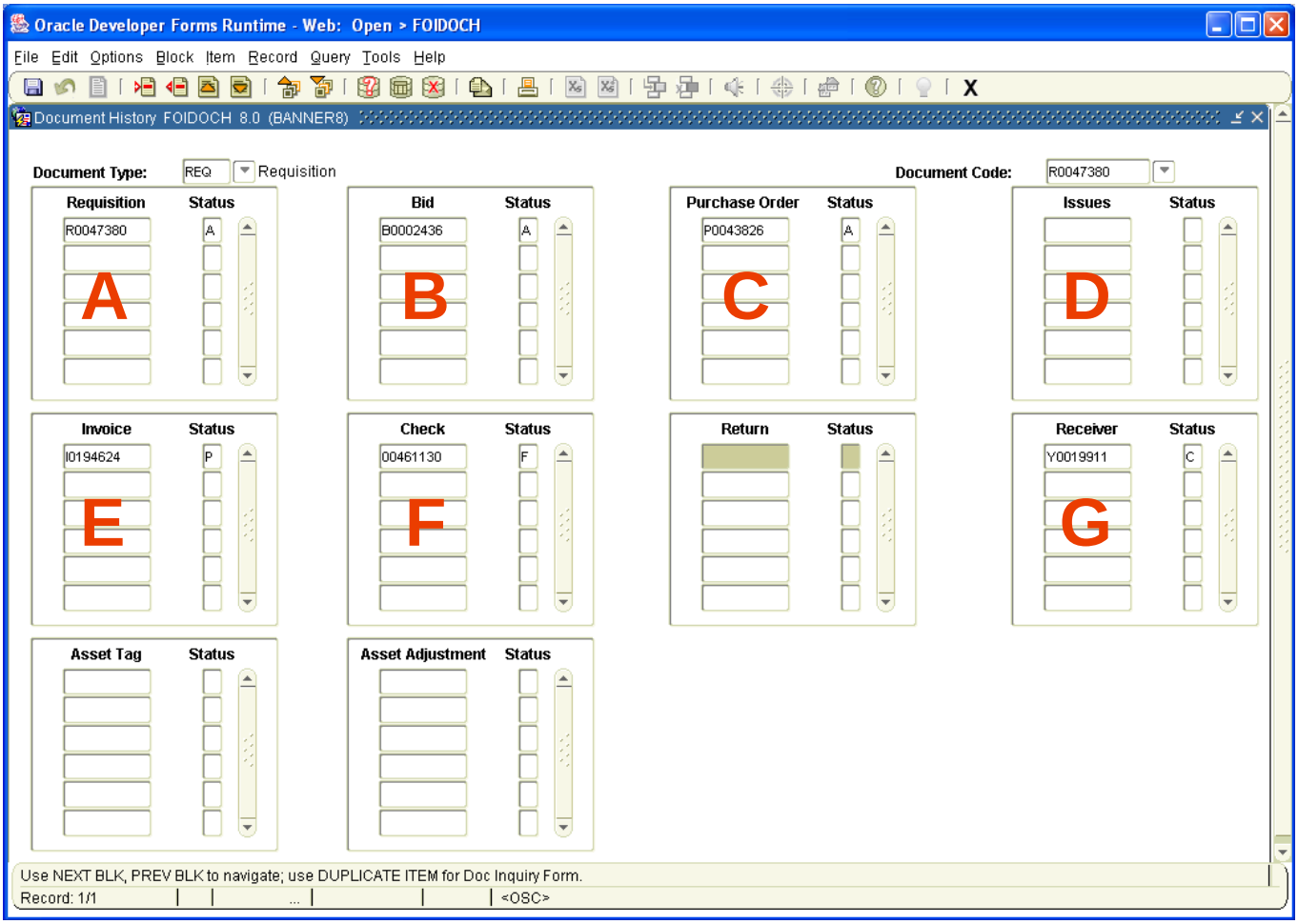
Blank = The requisition has either not been completed or has been denied.

C = The requisition has been completed, but not approved (see Checking Approval Status (FOAAINP), Pg.102).

A = The requisition has been approved and forwarded to Purchasing.

X = The requisition has been canceled.

B) The *Bid* box will only contain a bid number if a Request for Bid was sent out by Procurement Services. If there is a number in the *Request* field, and the Purchase Order field is blank, then Procurement Services is processing the bid.



C) The *Purchase Order* box contains *Purchase Order* and *Status* fields. The *Status* field entries in this box represent the following:

Blank = The PO is being processed by Purchasing.

A = The PO has been completed, approved, and forwarded to the Vendor.

X = The PO has been canceled.

D) The *Issues* box is used for stores (warehouse) requisitions only. It is populated when the order has been filled.

E) The *Invoice* box lists all invoices received for a given PO. In this box, the *Status* field entries represent the following:

Blank	=	The invoice is being processed by Accounts Payable.
C	=	The invoice has been entered, but is pending approval.
A	=	The invoice has been approved for payment.
R	=	The invoice has been entered, but is awaiting receiving.
P	=	A check has been issued for the invoice.

F) The *Check* box lists all checks issued for a given PO. In this box, the *Status* field entries represent the following:

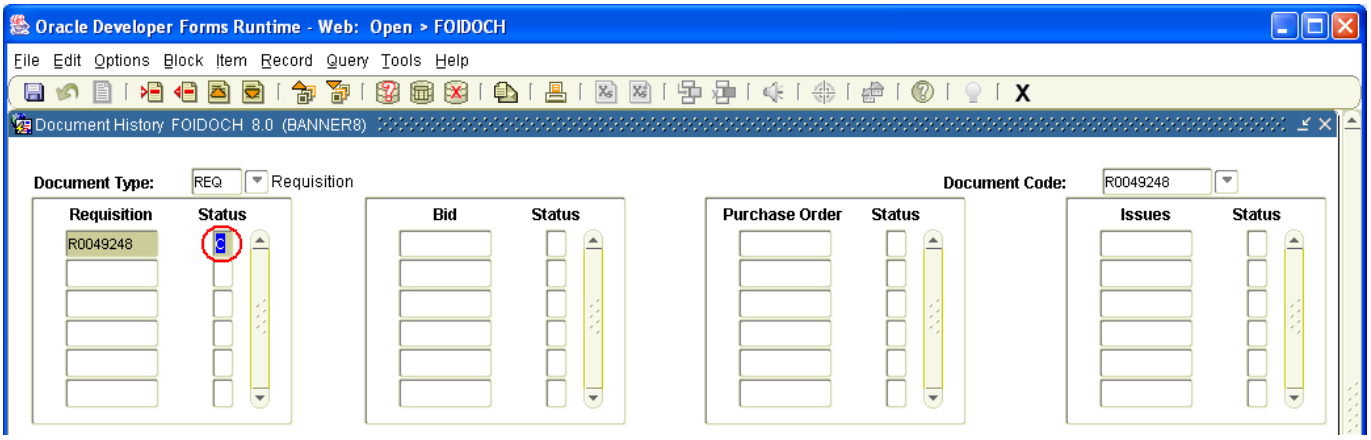
Blank	=	The check has been issued and sent to the Vendor.
F	=	The check has cleared the bank.

G) The *Receiver* box lists all shipments received from a given PO. In this box, *Status* field entries represent the following:

C	=	Shipment has been received and the commodities delivered to the department.

NOTE: The *Return* box is currently not used. The *Asset Tag* and *Asset Adjustment* boxes are used for tracking fixed assets.

Checking Approval Status (FOAAINP)

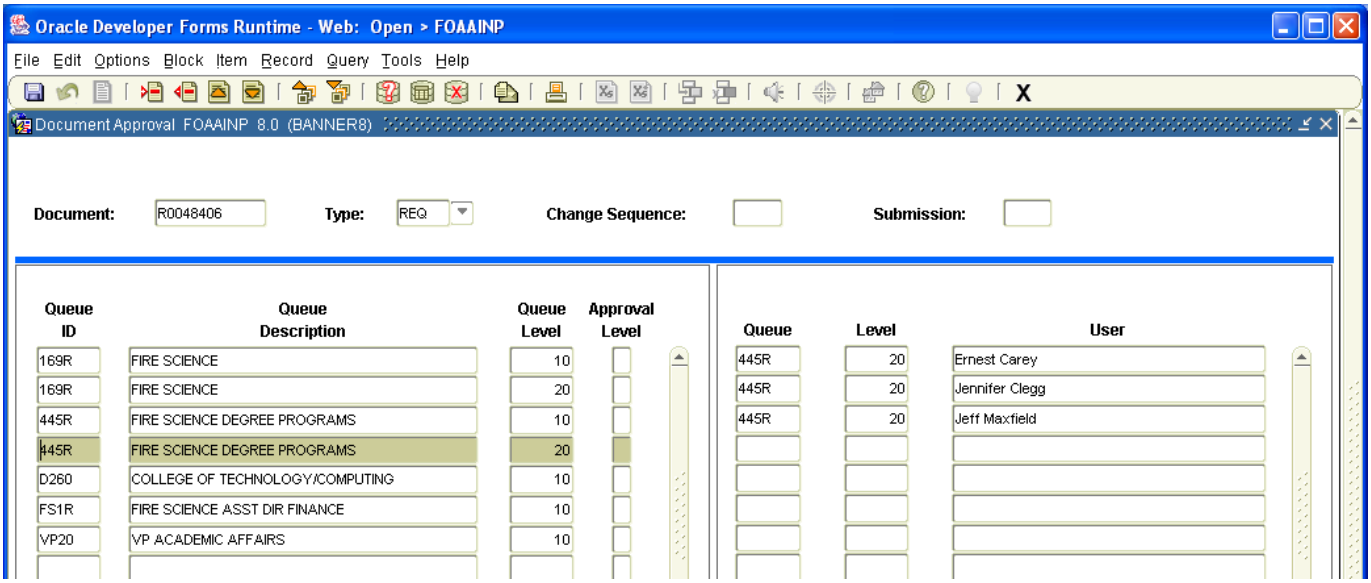


If in the Document History Form (FOIDOCH), the *Status* field in the *Requisition* box is C (see figure above), the Document Approval Form (FOAAINP) will show the queues in

which the requisition is awaiting approval. Navigate to the Document Approval Form (FOAAINP).

Step 1 – In the *Document* field, enter the requisition number.

Step 2 – Next Block (CTRL-Page Down). The approval queues through which a requisition must pass are listed on the left-hand side of the form (see figure below). The individuals authorized to approve requisitions within each queue are listed on the right-hand side and may be listed on several different levels. One person in each queue must approve the requisition before it is forwarded to Procurement Services.



NOTE: If the queue is set up with different dollar levels, it may require more than one person per queue to approve the document.

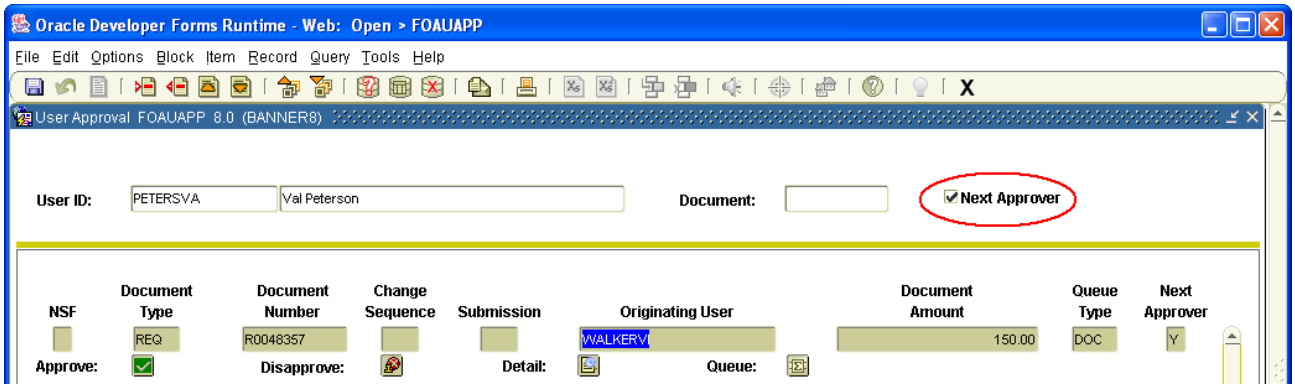
Requisition Management

Approving/Disapproving Requisitions (FOAUAPP)

To approve or disapprove/deny a requisition, navigate to the User Approval Form (FOAUAPP).

Step 1 – Your user name will default. Next Block (Ctrl-Page Down).

NOTE: This screen will only show you requisitions for which you are the next approver. To see requisitions for which you are not the next approver, or for which you are a back up approver, uncheck the Next Approver box (see figure below).



Step 2 – To view a requisition's accounting breakdown and other detail:

A) Click the Detail button under the appropriate requisition. This will take you to the Requisition Approval Form (FOQRACT) which contains the accounting information for the selected requisition (form not shown).

B) To view more detail regarding the requisition, in the Requisition Approval Form (FOQRACT), at the top of the screen, click the Options menu. This will provide you with a menu of two choices, Document Query and View Commodities.

C) Click *Document Query* to navigate to the Requisition Query Form (FPIREQN) which displays the entire requisition (form not shown).
   a. Next Block (Ctrl-Page Down) to cycle through the different blocks of the requisition.
   b. Exit this form **X** to return to the Requisition Approval Form (FOQRACT).

D) Click *View Commodities* to navigate to the Commodities for Review Query Form (FOICOMM) which display a list of the items entered on the requisition (form not shown). Exit this form **X** to return to the Requisition Approval Form (FOQRACT).

E) When you are finished reviewing the details, Exit **X** the Requisition Approval Form (FOQRACT) to return to the User Approval Form (FOAUAPP).

Step 3 – To view a requisition's approval history:

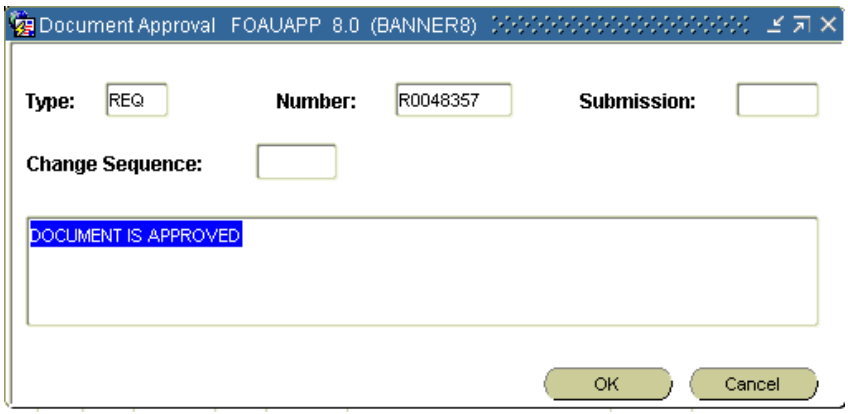
A) Click the Queue button under the appropriate requisition. This will take you to the Document Approval Form (FOAAINP) which shows the current approval queue with all of the individuals in the queue that have access to approve the selected requisition (form not shown).

B) To view the approval history, select *Approval History* in the *Options* menu. This will take you to the Document Approval History Form (FOIAPPH).

C) When you are finished, Exit **X** both the Document Approval and Approval History Forms to return to the User Approval Form (FOAUAPP).

Step 4 – To approve a document, click on the Approve button. To disapprove/deny a document, click the Disapprove button.

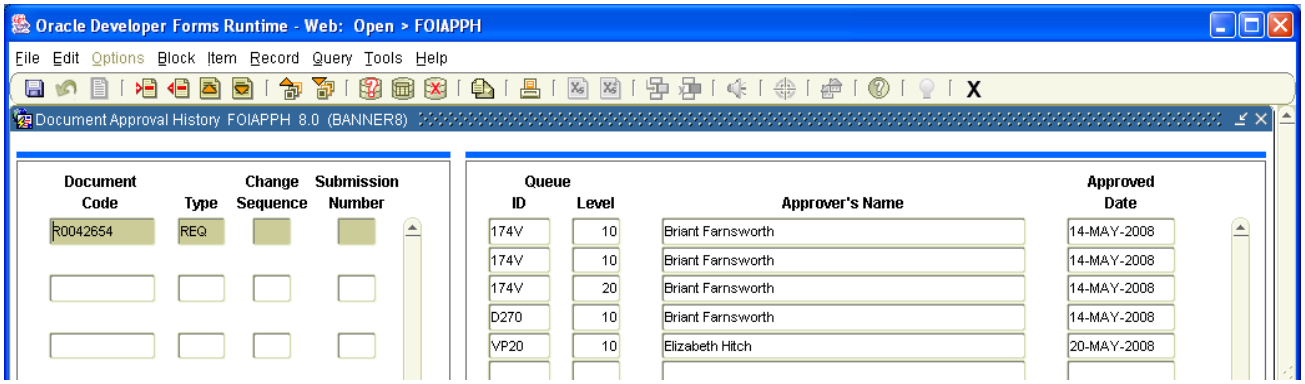
Step 5 – A Document Approval message window with the default message 'DOCUMENT IS APPROVED' or 'DOCUMENT IS DISAPPROVED' will be displayed. This message will be forwarded through Banner to the individual who submitted the requisition. You can edit it if you would like to. Click on *OK* to finalize the approval.



NOTE: If you complete and approve a NSF (non-sufficient funds) document, it will not go to Procurement Services after it is approved. Requisitions that are NSF go into a NSF approval queue. Finance and Business Services personnel review these documents prior to processing the purchase order.

Viewing Approval History (FOIAPPH)

To view approval history, navigate to the Document Approval History Form (FOIAPPH).



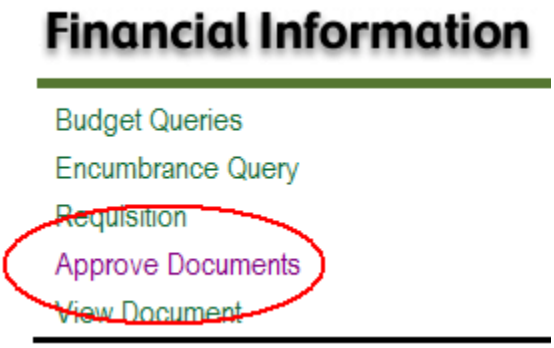
Step 1 – Enter the requisition number in the first *Document Code* field.

Step 2 – Click Execute Query or F8 on the keyboard. This will display a list of individuals that have reviewed and approved the requisition.

Approving/Disapproving Requisitions Using UVLink

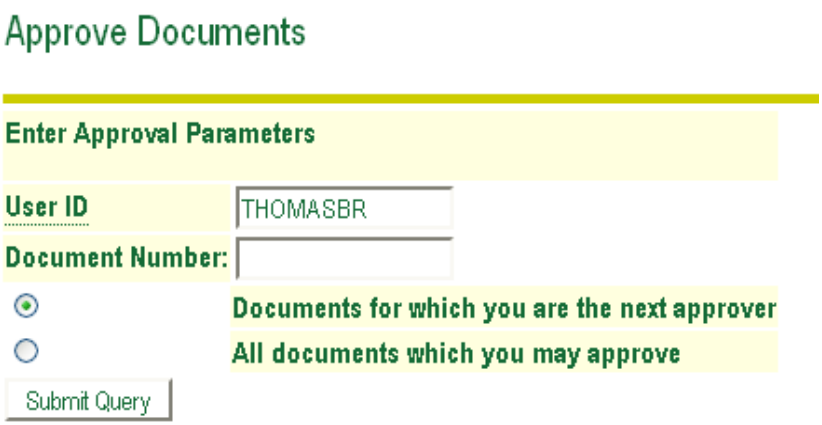
Step 1 – On UVLink, under the *Home* tab, click the *Financial Information Menu* link in the *Online Services Menus* channel.

Step 2 – Click *Approve Documents* from the Menu that appears (see figure below).



Step 3 – Your User ID should default. Choose to view just one requisition by entering its requisition number in the *Document Number* field, select *Documents for which you are the next approver* to see all of the requisitions for which you are the next approver, or select *All documents you may approve* to view all of the requisitions you will need to approve (see figure below).

Step 4 – Click the *Submit Query* button.



Step 5 – Click the requisition number in the *Document* column to view detail (see figure below).

Step 6 – Click the *History* link to view approval history.

Step 7 – Click on the *Approve* link to approve the document or the *Disapprove* link to disapprove/deny it.

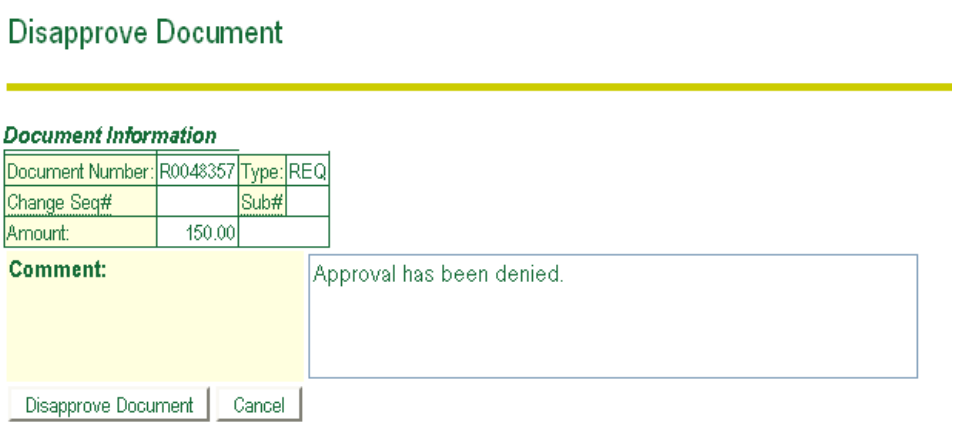
Queried Parameters

User ID	THOMASBR	Brandon Thomas
Document Number:		
Documents Shown:	Next Approver	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				WALKERVI	150.00	DOC	R0048357	History	Approve	Disapprove
Y	REQ				WALKERVI	400.00	DOC	R0048360	History	Approve	Disapprove
	REQ	Y			THOMASBR	50,000.00	DOC	R0048406	History	Approve	Disapprove
Another Query											

Step 8 – A page will be displayed with the default message 'This document has been approved' or 'Approval has been denied.' This message will be forwarded to the individual who submitted the requisition. You can edit it if you would like to. Click on *Approve Document* or *Disapprove Document* to finalize the approval (see figure below).

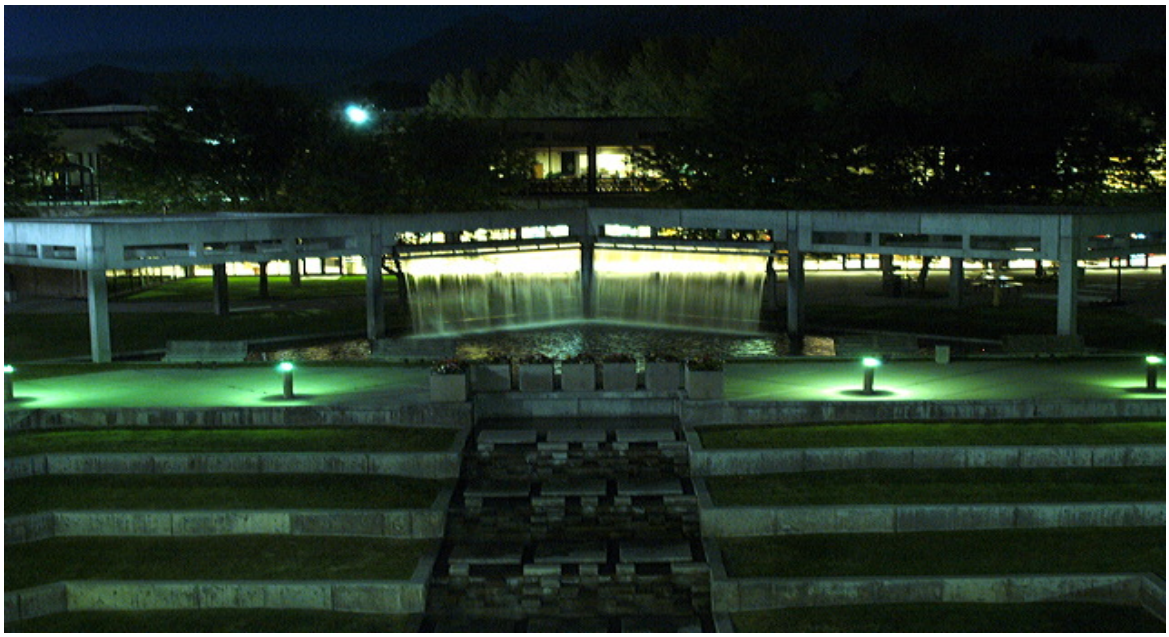


E-mail Notification

If you are the next approver for a requisition, you will receive an e-mail reminder that the requisition is waiting to be approved. These e-mails are automatically sent at 10:00 a.m. and 3:00 p.m. each weekday.

If you are a back-up approver, you will not receive e-mail notifications, but you can view documents for which you are the back-up approver. For instructions on how to view this information see the Approving/Disapproving Requisitions (FOAUAPP) section, Pg.104 or the Approving/Disapproving Requisitions using UVLink section, Pg.106 of this manual.

An approval queue may have multiple approvers. If you receive an e-mail that a requisition is awaiting approval, but when you login, the requisition is not in your listing, then someone else authorized to approve that requisition approved it after the e-mail was sent.



Appendix

Glossary

Account Receivable – A claim against a debtor, carried on open account, usually limited to debts due from the sale of goods and services.

Account Payable – A liability to a creditor carried on open account, usually for purchases of goods and services.

Alert Box – A type of dialog box to notify you of a condition that may affect how you can enter information or the kind of information you can enter.

Allocation – Transfers between specified account categories (i.e. salaries and equipment) or moving resources (i.e. salaried positions) from one INDEX to another.

Application Form – A type of Banner form used to enter, update, or query information. An application form will have the letter “A” in the third position of the form name.

Appropriated (Hard) Funds – The general-operating budget for the institution appropriated by the Legislature, includes salaries, benefits, operating expenses, fuel, and power. The sources of appropriated funds include state taxes, tuition, and may also include one-time/supplemental funds from legislature.

Approval Queue – The levels of approval through which a requisition must pass before being processed into a purchase order.

Available Balance – For Hard INDEXes, Available Balance is the Beginning Budget Balance *less* Expenditures. For Soft INDEXes, Available Balance is Beginning Balance *plus* Revenues *less* Expenditures.

Balance Sheet– A record of the financial situation of an institution on a particular date by listing its assets and the claims against those assets.

Banner Finance – The finance module of the Banner database.

Block – An area of information on a Banner form usually separated by tabs or a solid line.

Budget – An authorized amount of expenditure allowed for an individual INDEX.

Budget Transfer – Transaction that reduces the budget in one INDEX and increases the budget in another INDEX by an equal amount.

Budget Unit – A unit of budgetary responsibility or departments within an institution (such as the President’s Office).

Calling Form – The original form from which a button was clicked to access another form.

Cancel Query – A Toolbar button which exits you from an Option List or List of Values.

Capital Appropriations – Funds provided for a specific physical plant-related project. Capital appropriations must be used for the specific purpose for which the funds were provided.

Capital Expenditures – Expenditures which result in the acquisition of or addition to fixed assets; tangible items with an individual item cost of $5,000 or more.

Carryover/Carry Forward – A portion or total of the unexpended balance of an INDEX code budget or fund balance, which is made available for expenditure in the succeeding year.

Cash Receipts – Any monies received from departmental sales in the form of cash or check that have not been deposited with the Cashiers Office.

Change Fund – A set amount of money used by a department to make change for customers who are purchasing goods or services.

Clear – A Block, Item, or Record option on the Menu Bar which clears block, item, or record fields and returns the curser to the first entry field in the block, or record cleared.

Deficit – The excess of liabilities and reserves of a fund over its assets, or excess of expenses over revenues/budget.

Dialog Box – A window which requires you to respond to information before allowing you to continue.

Encumbrances – An amount of the Available Balance in an INDEX earmarked for paying anticipated or known obligations.

Enter Query – Puts the form into query mode and lets you enter search criteria to see what information is already in the database. ENTER QUERY appears in the Status Bar.

Enterprise Resource Planning System (ERP) – An institution-wide computer software system used to manage and coordinate the institution's resources, information, and functions.

Execute Query – In query mode, searches the database and displays any records that match the search criteria.

Exit – From forms and windows, exits you out of the form or window. From the General menu, exits you out of the Banner system. From query mode, cancels the query and takes the form out of query mode.

Field – Box in a form where you can enter, query, change information, or existing information is displayed. Banner describes fields as either enabled, disabled, entry or display only.

Fiscal Year (FY) – Any yearly accounting period. The State's and University's fiscal year begins on July 1 and ends on the following June 30. Summer semester is the beginning academic term in a fiscal year.

Form – Window - or series of windows - containing entry fields for a process.

Fund Balance – Also known as Net Worth, Retained Earnings or Net Assets, is the difference between what you own (Assets) and what you owe (Liabilities).

Hard Money INDEX – An all numerical INDEX code representing appropriated funds (budgets).

Income Statement – An accounting of income and expenses that indicates a firm's net profit or loss over a certain period of time, usually one year.

Inquiry Form – Form used to look up existing information on the database. This allows you to view but not update information. (Any inquiry form will have the letter "I" in the third position of the form name.)

Limited Purchase Check (LPC) – A purchasing option for low dollar purchases.

Next Block – Moves the cursor to the next information area (block) that has at least one entry field.

Next Field – The next entry field in the current block.

Next Record– Moves the cursor to the first entry field in the next record of the current block. If the cursor is in the last record, a new record is created.

Non-Sufficient Funds (NSF) – When documents (requisitions) are created which are in excess of your budget.

Non-Appropriated (Soft) Funds – Funds which are not appropriated by the Legislature. Sources include Revenue from student fees, sales and rentals, grants, course fees, non-credit instruction, workshops, etc.

Operating Expenses – Non-compensation expenses (i.e. supplies and equipment).

Organizational Hierarchy –The structure of the organizational units in a firm for the purposes of internal controls.

Over Expenditure – When actual expenditures and encumbrances exceed the budget of an INDEX.

Purchase Order (PO) – A commercial document used to request someone to supply something in return for payment and providing specifications and quantities.

Purchasing Card (P-Card) – A purchasing option for low dollar purchases.

Personnel Action Form (PAF) – A Human Resource related form stating how and what an employee will be paid.

Post – Requisitions that are completed go to the Banner "posting" process. This is when Banner adjusts the budget. Posting is done every few minutes automatically.

Previous Block – The previous information area that has at least on entry field. If the previous area is another window, then that window is opened.

Previous Field – Moves the cursor to the previous entry field in the current block.

Previous Record – Moves the cursor to the first entry field in the previous record.

Record – All information displayed in the window for an item.

Rollback – A Toolbar button which clears all information and returns you to the first entry field.

Requisition – An authoritative or formal request for something to be done, given, supplied, etc.

Show Keys – A Help option on the Menu Bar which displays a list of keystroke options for any open form.

Soft-Budgeted INDEX – An INDEX code category which represents non-appropriated funds (revenues) which have been distributed to multiple budget units in the form of budgets. These codes usually start with five numeric characters and end with an alpha character.

Soft Money INDEX – An INDEX code category which represents non-appropriated funds (revenues) and that begins with an alpha character and ends with five numeric characters.

Forms

Utah Valley University

Budget Transfer Request

Date:

Reference #:

	Index Name	Banner Index Number	Banner Account	Amount		Index Name	Banner Index Number	Banner Account	One Time/ Permanent
To:					Source:				
To:					Source:				
To:					Source:				
To:					Source:				
To:					Source:				
To:					Source:				
To:					Source:				

Reason:

Signatures:

Submitted By: _____

Administrator: _____

(responsible party or administrator of source accounts)

Budget Office: _____

Amounts to rounded to nearest dollar.
Please specify where transfer is one time or permanent. O=one time P=permanent
Budget transfers can only be made between hard money indexes. Indexes are all numerical
All other transfer need to made with a journal voucher. Contact Business Office ext 8294
All transfers made to hourly or salary funds must include the appropriate transfer to benefits. Questions contact Budget Office ext 8516.
Banner accounts are salary, hourly, benefits, current, travel and capital.

UTAH VALLEY UNIVERSITY

Date Prepared_____

DEPARTMENTAL DEPOSIT FORM

DEPARTMENT:	
Mail Stop:	
Extension:	
Email:	
Prepared By:	
Approved By:	

BUS. SERVICES VALIDATION	
Date Received:	
Date Entered:	
Amount:	
Initials:	
Receipt Number:	

DETC	DESCRIPTION	INDEX	ACCT	AMOUNT

UTAH VALLEY UNIVERSITY

Journal Voucher

Request Date:

Increase Fund Balance:

Decrease Fund Balance:

#	Index Name	Banner Index Number	Banner Exp/Rev Account	Amount	Index Name	Banner Index Number	Banner Exp/Rev Account	Amount
1								
2								
3								
4								
5								
6								
7								
8								

Reason:

Submitted by:

Print Name: _____

Signature: _____

Administrator Name: _____

(responsible party or administrator of source accounts)

Internal use only

Reference #: Date:

Redistribution Form

Name _____ BANNER ID _____

Department _____ Extension _____

Employee Position # and Suffix _____

From Pay Period Date _____ To Pay Period Date _____

	% or $ AMT	INDEX	FUND	ORG	ACCT	PROG
INCORRECT						
CORRECT						

From Pay Period Date _____ To Pay Period Date _____

	% or $ AMT	INDEX	FUND	ORG	ACCT	PROG
INCORRECT						
CORRECT						

From Pay Period Date _____ To Pay Period Date _____

	% or $ AMT	INDEX	FUND	ORG	ACCT	PROG
INCORRECT						
CORRECT						

Budget Approval _____ Date _____

Department Approval _____ Date _____

Notes:

FOR OFFICE USE ONLY

RECEIVED _____ PROCESSED BY _____ DOC #_____

UTAH VALLEY UNIVERSITY
CHANGE FUND RECONCILIATION

Date: _____

FUNDS ON HAND		TOTAL
Currency:	Amount	
$100 Bills	$	
50 Bills		
20 Bills		
10 Bills		
5 Bills		
1 Bills		$
$1.00 Coins	$	
.50 Coins		
.25 Coins		
.10 Coins		
.05 Coins		
.01 Coins		$

Checks by Date	Amount	
	$	
		$

SUMMARY	
Total Cash	$
Checks	
Total	
Less Sales	
Balance	
Should Be	
Over/(Short)	$

COMMENTS
Location of Cash:
Purpose of Fund:
Additional Comments:

Signature: _____

Co-Signature: _____

Reconciliation of Deposit Amount to Banner Entry

Signature: _____

Date: _____

Banner Finance Access Form

This is an electronic form. Complete it by typing in the gray sections. Use the tab key to move from field to field. Print to sign and submit. It may also be printed and used as a blank form.
If this form is e-mailed from the person authorized to sign, that can be used as an electronic signature.

Name		UV ID	
Department			
Novell Username		(This will also be your Banner username)	
Date	Mailstop	Extension	

Please read the instructions provided at the end of the form for help in completing this form.

Access will be granted to submit requisitions and query budgets. If you need a different type of access, please explain:

INDEX Code to default for requisitions:

(Optional – INDEX that you would use most often)

If you need access to all current and future INDEX codes for a department or area, complete this section. Contact Jacob Atkin, x8576, jacob.atkin@uvu.edu if you don't know your roll up ORG code.

Roll up ORG Code	ORG/Department Title

STOP! PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS SECTION

In addition to, or instead of a roll up ORG, list specific INDEX Codes to grant access to. Use this section to grant access to an INDEX Code that is not included in the roll up ORG code listed above, or if no roll up access is desired. Most users will not need to complete this section.

INDEX Code	INDEX Title	INDEX Code	INDEX Title

Approval

(must be signed by the responsible party of all ORG/INDEX Codes listed or by someone higher in the organizational structure)

Printed Name of Responsible Party	**Signature of Responsible Party**	**Date Signed**

If this form is e-mailed from the person authorized to sign, that can be used as an electronic signature.
Submit form to Jacob Atkin, MS 109k, or jacob.atkin@uvu.edu

FOR OFFICE USE ONLY	FOMPROF	Web ID	UVU Ship To	REVISED 6/30/08
BANSECR	COA=U	ORG Default	ORG Sec	GOATPAD
All Req Bud	Master FUND	Ext & E-mail	FUND Sec	GOATPAC

Banner Finance
Request for New Banner INDEX Code

This is an electronic form. Complete it by typing in the gray sections. Use the tab key to move from field to field. Print to sign and submit. It may also be printed and used as a blank form.
If this form is e-mailed from the person authorized to sign, that can be used as an electronic signature.

Responsible Party		**UV ID**	
Department			
Supervisor			
Banner Username		(This is the same as your Novell username)	
Date	**Mailstop**	**Extension**	

Type of INDEX Code Requested:

- ☐ State Appropriated / Hard Money (must have Linda Makin's approval)
- ☐ Institutional Interest Income (must have Linda Makin's approval)
- ☐ Reimbursed Overhead (must have Linda Makin's approval)
- ☐ Course / Lab Access Fee (must also contact Bernell Hofheins and Lilas Park for fee setup)
- ☐ Grant – Federal, State or Private (submit form to Nancy Bartlett along with copies of contracts or any other related documentation)
- ☐ Agency Fund (INDEX Codes where the funds do not belong to UVU, but UVU is acting as the fiscal agent, e.g. clubs, national conference hosting, sports camps.)
- ☐ Miscellaneous Soft Money (for anything not listed above)

Requested INDEX Code Title (*max 35 char*):

How will the requested INDEX Code receive funding and / or revenues?

Please give a brief explanation of why you need this INDEX Code and how it will be used.

Office Use Only		FTMFMGR	
FTMORGN	DEF	Approval Queue	**R** **V**
FTMFUND	DEF	FTMAPPQ	
FTMACCI	Uncheck override	FOMAQRC	
FTMACTV		FOMPROF	

PROG CODE ☐100 I ☐110 IV ☐130 IL ☐150 IU ☐200 RES ☐300 PS
☐400 AS ☐410 ASL ☐500 SS ☐510 SSA ☐600 IS ☐700 OP ☐800 SFA
☐900 AUX ☐970 SERV ☐990 GENREV

Approval (must be signed by the responsible party of INDEX Code requested or by someone higher in the organizational structure)		
Linda Makin (If Required)		
Printed Name of Responsible Party	**Signature of Responsible Party**	**Date**

If this form is e-mailed from the person authorized to sign, that can be used as an electronic signature. If you need Linda Makin's authorization, send to linda.makin@uvu.edu and she will forward to Wendy Hope.

Submit form to Wendy Hope or hopewe@uvu.edu – MS 109 or Nancy Bartlett for Grants nancy.bartlett@uvu.edu – MS 272. For questions, send e-mail or call Wendy 863-8108 or Nancy 863-8156 for Grants.

Banner Finance
Request for Customized Approval Queue

This is an electronic form. Complete it by typing in the gray sections. Use the tab key to move from field to field. Print to sign and submit. It may also be printed and used as a blank form.
If this form is e-mailed from the person authorized to sign, that can be used as an electronic signature.

Name		
Department		
Banner Username		(This is the same as your Novell username)
Date	**Mailstop**	**Extension**

Standard approval queues will route requisitions to be approved by the responsible party. If it is a request requiring VP approval, they will route to the VP after the department approval. Contact Wendy Hope, hopewe@uvu.edu, 863-8108 to find out your approval queue ID.

REQUEST FOR ADDITIONAL USERS TO BE ADDED AS APPROVERS

Banner Username	Approval Queue ID	Maximum Dollar Limit	Co-Approver or Backup?	Start Date	End Date
			☐ Co ☐ Back		
			☐ Co ☐ Back		
			☐ Co ☐ Back		
			☐ Co ☐ Back		

Maximum dollar amount limits the amount for which a user can approve documents. For example, if the limit was $500, any document the user approved over their dollar limit would have to also be approved by someone with a limit higher than the requisition amount.

A Co-Approver will receive notifications that a requisition needs to be approved, just as the responsible party will. A Backup approver will not receive notifications, but will have access to approve documents if they look at documents for which they are not the next approver.

If the access is for a certain time period only, enter start and end dates.

If you have a need for customizing the routing of approval queues (such as having a department secretary review and approve all requisitions before the department head approves them) please contact Wendy Hope, hopewe@uvu.edu or 863-8108.

Approval (must be signed by the responsible party of all INDEX Codes or by someone higher in the organizational structure)

I understand that by adding users to an approval queue, I am giving them signature authority to approve requisitions. I understand that **I remain fully responsible** for all transactions posted to the Banner INDEX code for which I have responsibility.

Printed Name of Responsible Party	**Signature of Responsible Party**	**Date**

If this form is e-mailed from the person authorized to sign, that can be used as an electronic signature.

Submit form to Wendy Hope, MS 109 or hopewe@uvu.edu.

Banner Finance
Request for Change of Responsible Party

This is an electronic form. Complete it by typing in the gray sections. Use the tab key to move from field to field. Print to sign and submit. It may also be printed and used as a blank form.
If this form is e-mailed from the person authorized to sign, that can be used as an electronic signature.

Name		
Department		
Banner Username		(This is the same as your Novell username)
Date	**Mailstop**	**Extension**

Changing the responsible party on an INDEX Code will also change the user in the approval queue.

To change ALL INDEX Codes assigned to a responsible party, write ALL in the INDEX Number field.

	Banner INDEX Number	
	Banner INDEX Title	
	Current Responsible Party Name	
NEW **Resp Party** **(Change to)**	Name of Responsible Party	
	Banner Username	
	UV ID	

Reason for change:

Office Use Only		Approval Queue	**R** **V**
ORG	DEF	Transactions?	
FUND	DEF	Detail Code?	
		FOMPROF	Old New

Effective date of changes requested:

Approval (must be signed by the responsible party of the INDEX code(s) listed or by someone higher in the organizational structure)		
Printed Name of Responsible Party	**Signature of Responsible Party**	**Date**

If this form is e-mailed from the person authorized to sign, that can be used as an electronic signature.

Submit form to Wendy Hope, MS 109 or hopewe@uvu.edu.
For questions, send e-mail or call 863-8108.

Banner Finance
Request for Change to INDEX Code Title

This is an electronic form. Complete it by typing in the gray sections. Use the tab key to move from field to field. Print to sign and submit. It may also be printed and used as a blank form.
If this form is e-mailed from the person authorized to sign, that can be used as an electronic signature.

Name		
Department		
Banner Username		(This is the same as your Novell username)
Date	**Mailstop**	**Extension**

Changing the title of an INDEX will also change the corresponding FUND or ORG title associated with it.

INDEX Code	Current Title	New Title Requested (35 char max)

Effective date of changes requested: _____

Approval
(must be signed by responsible parties of all ORGS/FUNDS/INDEXES listed or by someone higher in the organizational structure)

Printed Name of Responsible Party	**Signature of Responsible Party**	**Date**

If this form is e-mailed from the person authorized to sign, that can be used as an electronic signature.

Submit form to Wendy Hope, MS 109 or hopewe@uvu.edu.
For questions, send e-mail or call 863-8108.

Commodity Codes

Commodity Codes for General Purchases

Please DO NOT create new commodity codes.

Commodity Code	ACC Code	Description
ADVERPUB	720505	Advertising and Publicity
AUDIOVIS	720255	Audio Visual Supplies
AUTOPARTS	710505	Auto Parts
AWARDS	720508	Awards and Gifts
BLDGIMP	710108	Building Materials-Improvement
BLDGMNTN	710105	Building Maintenance and Repairs
BOOKS	720155	Books and Publishing -non-Library
BOOKSLIB	720205	Books and Publishing-Library
BUSES	720805	Buses
CHEMICAL	710141	Chemicals
CLOTHING	720511	Clothing/Uniforms
CLTHGINST	720210	Clothing/Uniforms-Instructional
COMPHDW	720720	Computer Hardware/Parts
COMPNET	720725	Computer Network / Parts
CONFSEM	720105	Conf/Seminars-Off Campus
COPYING	720160	Copying Costs Off Campus
ELECTRIC	710111	Electrical Supplies
ENTFEE	720105	Entry Fees
EQPMNTN	710114	Equipment-Maintenance
EQPMTREP	720705	Equipment Repair-Office
EQPREPR	710117	Equipment Repair-Maintenance
EQUIPINST	720215	Equipment-Instructional
FLORAL	720520	Floral Arrangement
FOODCLASS	720260	Food-Classrooms
FREIGHT	720523	Freight-General
FUELAV	720265	Fuel-Aviation
FURNITURE	720715	Office Furniture
GASOIL	710510	Gas/Oil/Grease
GROUNDS	710120	Grounds Maintenance
INSOTH	710315	Ins-Other
INSTRSUPP	720270	Instructional Supplies
JANITORIAL	710123	Janitorial Supplies
KEYS	710126	Keys and Locks
LAPTOP	720720	Laptops
LAUNDRY	710129	Laundry and Linen Services
LUNCHEON	720538	Luncheons/Receptions

Commodity Code	ACC Code	Description
MEDICAL	720541	Medical Care and Related Supplies
MEMBER	720544	Memberships
MOVING	720547	Moving/Relocation
MUSINST	720215	Musical Instruments
OFFEQPMT	720710	Office Equipment
OFFGEN	720553	Other Office and General
OFFSUPP	720550	Office Supplies
PAINT	710132	Paint
PARKING	710135	Parking Lot Maintenance
PARTSINS	720275	Parts-Instructional
PARTSMNT	710138	Parts-Maintenance
PERIODBIN	720280	Periodicals Binding
PHOTOSUP	720285	Photo Supplies/Service
POSTAGE	720556	Postage and Handling
PRINTERS	720710	Printers
PRINTING	720165	Printing Supplies and Services
RADIOS	710144	Radios / Repair
RENTGEN	720805	Rentals-General
RENTSPA	720810	Rentals-Space
SCENERY	720290	Scenery and Props
SCIENCE	720270	Scientific Supplies
SERVCONS	720405	Services-Consulting
SERVINST	720415	Services-Instruction
SERVMNTN	710147	Services-Maintenance
SERVOFFICI	720420	Services-Officials
SERVOTH	720425	Services-Other
SERVPROF	720430	Services-Professional
SERVSTAFF	720435	Services-Staffing
SERVTEST	720440	Services-Testing
SIGNS	710150	Signs
SOFTWARE	720514	Computer Software
SUBSCRIP	720565	Subscriptions
TESTING	720295	Testing Supplies
TESTMNTN	710153	Testing Services
TONER	720553	Toner Cartridges
TOOLS	710156	Tools and Instruments
VEHICLMTN	710525	Vehicle Maintenance
VEHICLREP	710515	Motor Vehicle Repair

Commodity Codes for Warehouse Purchases

These codes are only to be used on the Stores Requisition Form (FSAREQN).

Commodity Code	Description	U/M
0950	Cups Paper 7 Oz	PKG
1010	Catalogs	EA
2230	Envelopes Catalog 7.5 X 10.5	EA
2780	Floor Dry Absorbent	EA
2815	Forms Check Request	PKG
2820	Forms Contractual Service	PKG
2829	Forms Limited Purchase Check	PKG
2850	Forms Scantron 882 Green (Abc)	PKG
2855	Forms Scantron 2052N Blue (123)	PKG
2870	Forms Travel Authorization	PKG
2875	Forms Travel Reimbursement	PKG
3020	Gloves Derma Thin Large (100)	BOX
3023	Gloves Derma Thin Medium (100)	BOX
3025	Gloves Derma Thin Ex-Large (100)	BOX
3027	Gloves Derma Thin Small (100)	BOX
3635	Labels Mailing UVSC	PKG
4210	Liners Trash 24 X 24 (Small)	BOX
4220	Liners Trash 33 X 40 (Medium)	BOX
4240	Liners Trash 43 X 48 (Large)	BOX
5500	Paper White 88 Drilled	CTN
5501	Paper White 88 Non-Drilled	CTN
5505	Paper Copy Blue	RM
5510	Paper Copy Canary	RM
5515	Paper Copy Cherry	RM
5520	Paper Copy Goldenrod	RM
5530	Paper Copy Green	RM
5540	Paper Copy Pink	RM
5555	Paper Copy White Legal 8.5 X 14	RM
5560	Paper Copy White Letter 8.5 X 11	RM
5575	Paper Copy White Ledger 11 X 17	RM
6625	Rags Cotton Wiping 25 Lb.	BOX
6710	Clear Poly Bag With Logo	EA
7700	Soap Laundry 5 Gal Bucket	EA
7720	Soap Liquid Hand	EA
8330	Tissue Facial	BOX
8340	Tissue Toilet Paper	CSE
8342	Toilet Seat Covers	CSE
8355	Towels Paper White (6 Case)	CSE

Commodity Codes for Capital Purchases

These codes should only be used for the purchase of Capital Assets. A Capital Asset is equipment or a group of items that works together as a system which costs $5000 or more. Capital Assets also include buildings, and land improvement/infrastructure projects which cost $50,000 or more. For more information, please contact Nathan James, extension 7416.

Commodity Code	ACC Code	Description
CAIRCRAFT	770005	Aircraft
CAPART	770063	Works of Art/Historical Treasures
CAUDIOVIS	770010	Audio Visual Equip
CDATAPRO	770015	Data Process Equip/Computers
CINSTEQP	770020	Instructional Equip
CMISCEQP	770025	Misc Equipment
CMOTVEH	770030	Motor Vehicles
COFFEQP	770035	Office Equipment
CBLDGS	770040	Buildings/Additions/Major Imp
CINFRAS	770045	Infrastructure
CLANDIMP	770050	Land Improvements-Depreciable
CLANDIMPN	770055	Land Improvements-Non Depreciable
CLANDPUR	770060	Land Purchases
CLEASES	770060	Leases
These codes are for non-capital leases		
LEASEBLD	720355	Lease Payments-Buildings
LEASEEQP	720360	Lease Payments-Equipment
LEASEOTH	720365	Lease Payments-Other

Account (ACC) Codes

Revenue Account Codes

TAXABLE REVENUE		NON-TAXABLE REVENUE	
560105	Admit-Athletics Taxable	560505	Admit-Athletics Non-Taxable
560110	Admit-Dance Taxable	560510	Admit-Dance Non-Taxable
560115	Admit-Other Taxable	560515	Admit-Other Non-Taxable
560120	Admit-Theater Taxable	560520	Admit-Theater Non-Taxable
560130	Amusement Taxable	560525	Advertising Non-Taxable
560135	Books-Gen Reading Taxable	560530	Amusement Non-Taxable
560140	Catering Taxable	560535	Books-Gen Reading Non-Taxable
560155	Clothing Taxable	560545	Catalog Non-Taxable
560160	Computer Supplies Taxable	560550	Catering Non-Taxable
560165	Computers Taxable	560555	Clothing Non-Taxable
560170	Concessions Taxable	560560	Computer Supplies Non-Taxable
560175	Confection Taxable	560565	Computers Non-Taxable
560180	Copies Taxable	560570	Concessions Non-Taxable
560190	Food Taxable	560575	Confection Non-Taxable
560195	Gifts/Jewelry Taxable	560580	Copies Non-Taxable
560205	Other Taxable	560585	Decals Non-Taxable
560240	Service Taxable	560590	Food Non-Taxable
560245	Software Taxable	560595	Gifts/Jewelry Non-Taxable
560255	Supplies Taxable	560600	Meters Non-Taxable
560260	Text Books -New Taxable	560605	Other Non-Taxable
560265	Tickets Taxable	560610	Parking Non-Taxable
560270	Text Books -Used Taxable	560615	Parking Lot L Non-Taxable
TUITION		560620	Parking Lot D Non-Taxable
501105	Resident Undergraduate	560625	Printing Non-Taxable
506105	Nonresident Undergraduate	560630	Remotes Non-Taxable
511105	Resident 10 percent	560635	Schedules Non-Taxable
511305	Senior Citizens	560640	Service Non-Taxable
511505	Police/Firefighter Survivor	560645	Software Non-Taxable
511605	Wards of the State	560650	Stamps Non-Taxable
511705	Public School Teacher	560655	Supplies Non-Taxable
511805	Employee Tuition Remissions	560660	Text Books -New Non-Taxable
511905	National Guard Waivers	560665	Tickets Non-Taxable
511955	MATC General Ed	560670	Text Books -Used Non-Taxable
516105	Nonres Merit Res Portion First Year	560675	UTA Bus Pass Non-Taxable
516205	Nonres Merit Nonres Portion 1st Yr	560680	Vending Non-Taxable
516305	Nonres Merit Nonres Portion Cont	560685	Shipping and Handling Non-Taxable
516705	WICHE/WUE	560690	Aviation Flight Time Non-Taxable
517005	Certain High School Graduates	**FEE REVENUE – OTHER**	
FEE REVENUE – SPRING		520105	Off Campus Fees
520505	Activity Fee-Spring	520110	STL Write-Off
520510	Activity Ctr Fee-Spring	520115	Tuition Write-Off
520515	Athletic Fee-Spring	520120	Financial Aid Repay

FEE REVENUE – SPRING CONTINUED	
520520	Building Fee-Spring
520525	Computer Fee-Spring
520530	Student Center Fee-Spring
FEE REVENUE – SUMMER TERM	
520605	Activity Fee-Summer
520610	Activity Ctr Fee-Summer
520615	Athletic Fee-Summer
520620	Building Fee-Summer
520625	Computer Fee-Summer
520630	Student Center Fee-Summer
FEE REVENUE – FALL TERM	
520705	Activity Fee-Fall
520710	Activity Ctr Fee-Fall
520715	Athletic Fee- Fall
520720	Building Fee- Fall
520725	Computer Fee- Fall
520730	Student Center Fee- Fall
INTRACAMPUS REVENUE	
NON-CASH TRANSACTIONS ONLY	
These codes are to be used for Intra-campus transactions	
only! The offsetting entry must be to another UVU	
Intra-campus revenue or expense account code ONLY.	
The offsetting debit or credit can be the same revenue code	
(debit and credit the same account code in different	
funds), or the matching Intracampus expense account	
code. All Intra-campus revenue codes have a matching	
720xxx expense account code.	
582001	Allocated Indirect Costs
582004	Computer Hardware-Intra Campus
582007	Computer Network Parts Intra Campus
582010	Computer Software-Intra Campus
582013	Conferences/Training-Intra Campus
582016	Culinary Arts-Intra Campus
582019	Events Center-Intra Campus
582022	Keys and Locks-Intra Campus
582025	Luncheons/Receptions-Intra Campus
582028	Maintenance/Remodeling Intra Campus
582031	Misc-Intra Campus charges
582034	Parking-Intra Campus
582037	Postage and Handling-Intra Campus
582040	Printing-Intra Campus
582043	Publicity/Advertising Intra Camp
582046	Reimbursements-Intra Campus
582049	Rentals-Intra Campus
582052	Services Miscellaneous Intra Campus
582055	Services-Police Intra Campus
582058	Signs-Intra Campus
582061	Telephone-Long Dist Intra campus
582064	Telephone-Fax/Modem Intra campus

FEE REVENUE– OTHER CONTINUED	
520125	Admission Fee W/O
520130	Collection of Prev Write-offs
520135	Activity Fees
520140	Admission Fees
520145	Class Change Fee
520150	Graduation Fee
520155	Late Payment Fee
520160	Recording Fee
520165	Special Exam Fee
520170	Testing Fee
520175	Transcript Fee
525005	Lab Access Fee
525010	Lab Fees-Misc
525015	Other Fees
STATE APPROPRIATIONS/	
GRANTS, CONTRACTS, & DONATIONS	
534005	State Appropriations
534010	State Appropriations-Capital
534015	State Approp-State Trust Funds
540105	Fed Grants and Contracts-Exchange
540110	Fed Grants and Contracts Non-exch
540115	Fed Grants and Contracts-Capital
540505	State Grants and Contracts-Exchange
540510	State Grants and Contracts Non-exch
540515	State Grants and Contracts-Capital
540905	Private Grants and Contracts
540910	Donations
540913	Donations-Capital
540915	Donations-Phonathon
540920	Donations-Presidential
540925	Donations-Golf Tournament
OTHER REVENUE	
560805	Fines
560810	Over/Short
560815	Returned Check Charges
560820	Service Charges
560825	Service Reimbursements
560830	Other
560905	Conferences and Workshops
560908	Instructional Supplies
560911	Rental-ATM
560914	Rental-Equipment Non-Tax
560917	Rental-Events Center Non-Tax
560920	Rental-Lease Payments
560923	Rental-Lockers Non-Tax
560926	Rental-Other Non-Tax
560929	Rental-Rooms Non-Tax
560932	Services-Tutoring
560935	Services-LMS

INTRACAMPUS REVENUE CONTINUED		OTHER REVENUE CONTINUED	
582067	Telephone Services-Intra campus	560938	Signs
582070	Transfers-Intra Campus	560941	Dues
582073	UVSC Net-Intra Campus	580005	Interest Income
582076	Warehouse-Intra Campus	580010	Gains/Losses

Expense Account Codes

SALARIES, WAGES, & FRINGE BENEFITS	
611005	Faculty -Instr Salaries
611010	Faculty -Adm Salaries
613001	Exec/Adm Salaries
615001	Exempt Staff Salaries
615002	Non-exempt Staff Salaries
620000	Wages/Hourly Budget
621001	Hourly Faculty Regular
625001	Hourly Staff Regular
630000	Benefits Budget
630001	Benefits Cost Distribution
630101	Workers Compensation Insurance
630201	Fica Match
630301	Tiaa Match
630401	State Retirement-Contributory
630501	State Ret-Non-Contributory
630701	Life Insurance
630801	LT Disability Insurance
630901	Indemnity Insurance
631001	Health Insurance
631002	UVSC Employee Medical Claims
632001	Dental Insurance
632002	UVSC Employee Dental Claims
633002	Benefit Plans Fees
640001	Taxable Cell Phone Reimbursements
MAINTENANCE, REPAIRS, & UTILITIES	
BUILDING MAINTENANCE	
710105	Building Maintenance and Repairs
710108	Building Materials-Improvement
710111	Electrical Supplies
710114	Equipment-Maintenance
710117	Equipment Repair-Maintenance
710120	Grounds Maintenance
710123	Janitorial Supplies
710126	Keys and Locks
710129	Laundry and Linen Services
710132	Paint
710135	Parking Lot Maintenance
710138	Parts-Maintenance

INTRACAMPUS CHARGES	
These codes are to be used for Intra-campus transactions only! The offsetting entry must be to another UVU Intra-campus revenue or expense account code ONLY. The offsetting debit or credit can be the same expense code (debit and credit the same account code in different funds), or the matching Intra-campus revenue account code. All Intra-campus expense codes have a matching 582xxx revenue account code.	
720001	Allocated Indirect Costs
720004	Computer Hardware-Intra Campus
720007	Comp Network Parts-Intra Campus
720010	Computer Software-Intra Campus
720013	Conferences/Training-Intra Campus
720016	Culinary Arts-Intra Campus
720019	Events Ctr Settlements Intra Campus
720022	Keys and Locks-Intra Campus
720025	Luncheons/Receptions-Intra Campus
720028	Maintenance/Remodeling Intra Campus
720031	Misc-Intra Campus charges
720034	Parking Services-Intra Campus
720037	Postage and Handling-Intra Campus
720040	Printing-Intra Campus
720043	Publicity/Advertising Intra Campus
720046	Reimbursements-Intra Campus
720049	Rentals-Intra Campus
720052	Services-Misc-Intra Campus
720055	Services-Police Intra Campus
720058	Signs-Intra Campus
720061	Telephone-Long Dist Intra campus
720064	Telephone-Fax/Modem Intra campus
720067	Telephone Services-Intra campus
720070	Transfers-Intra Campus
720073	UVSC Net-Intra Campus
720076	Warehouse-Intra Campus
GENERAL & ADMINISTRATIVE	
CONFERENCES & SEMINARS	
720105	Conf/Seminars-Off Campus
720110	Non-UVSC Tuition Reimbursement

BUILDING MAINTENANCE CONTINUED	
710141	Chemicals
710144	Radios / Repair
710147	Services-Maintenance
710150	Signs
710153	Testing Services
710156	Tools and Instruments
INSURANCE	
710305	Ins-Fire and Boiler
710310	Ins-Liability
710315	Ins-Other
710320	Ins-Vehicle
MOTOR VEHICLE	
710505	Auto Parts
710510	Gas/Oil/Grease
710515	Motor Vehicle Repair
710520	Shuttle Bus Expense
710525	Vehicle Maintenance
UTILITIES	
710705	Telephone-Cellular
710707	Payroll Reimbursed Cellular Phone
710710	Telephone-Equipment
710715	Telephone-Service Carriers
710720	Telephone-Pagers
710725	Utilities-Waste Removal
710735	Utilities-Sewer
710740	Utilities-Waste
710745	Utilities-Water
710905	Long Term Debt-Interest Expense
710910	Retirement of Debt
710915	Long Term Debt-Interest Expense
710920	Retirement of Debt
741005	Utilities-Gas
742005	Utilities-Electric
744005	Utilities-Fuel
745005	Utilities-Other
RESALE-COST OF GOODS SOLD	
These codes are used only by Auxiliaries	
730005	Resale-New Text Books
730008	Resale-Bus Passes
730011	Resale-Computers
730014	Resale-Computers/Eel
730017	Resale-Events Center
730020	Resale-Food
730023	Resale-Freight
730026	Resale-Gifts/Cards
730029	Resale-Kitchenware
730032	Resale-Movie Passes
730035	Resale-General Reading
730038	Resale-Soft Goods

GENERAL & ADMINISTRATIVE CONTINUED	
ANNUITY *EXPENSE*	
720135	Annuity Expense
COPY & PRINTING	
720155	Books and Publishing -non-Library
720160	Copying Costs
720165	Printing Supplies and Services
INSTRUCTIONAL EQUIPMENT	
720205	Books and Publishing-Library
720210	Clothing/Uniforms-Instructional
720215	Equipment-Instructional
INSTRUCTIONAL SUPPLIES	
720255	Audio Visual Supplies
720260	Food-Classrooms
720265	Fuel-Aviation
720270	Instructional Supplies
720275	Parts-Instructional
720280	Periodicals Binding
720285	Photo Supplies/Service
720290	Scenery and Props
720295	Testing Supplies
OPERATING LEASES	
These codes are for non-capital leases	
720355	Lease Payments-Buildings
720360	Lease Payments-Equipment
720365	Lease Payments-Other
SERVICES	
720405	Services-Consulting
720410	Services-Contract 1099
720415	Services-Instruction
720420	Services-Officials
720425	Services-Other
720430	Services-Professional
720435	Services-Staffing
720440	Services-Testing
720445	Stipends
OFFICE & GENERAL	
720505	Advertising and Publicity
720508	Awards and Gifts
720511	Clothing/Uniforms
720514	Computer Software
720517	Deposit Refunds
720520	Floral Arrangement
720523	Freight-General
720526	Indirect Overhead Costs
720529	Interest / Bank Charges
720532	Interest Expense
720535	Limited Purchase Exp
720538	Luncheons/Receptions

RESALE-COST OF GOODS SOLD CONTINUED	
730041	Resale-Software
730044	Resale-Stamps
730047	Resale-Supplies
730050	Resale-Used Text Books
CAPITAL EXPENSE	
These codes should only be used for items that	
are capital assets. Equipment = $5,000 or more per	
item or group of items that work together as a	
system. Buildings/Infrastructure/Land Improvements	
$50,000 or more per project.	
Contact Wendy Hope (x8108) with questions.	
CAPITAL	
770001	Capital Exp-Library Books/Films
770005	Aircraft
770010	Audio Visual Equip
770015	Data Process Equip/Computers
770020	Instructional Equip
770025	Misc Equipment
770030	Motor Vehicles
770035	Office Equipment
770040	Buildings/Additions/Major Imp
770045	Infrastructure
770050	Land Improvements-Depreciable
770055	Land Improvements-Non Depreciable
770060	Land Purchases
770065	Capital Leases-Equipment
779000	Gain/Loss on Disposal of Asset
BUDGET POOL ACCOUNT CODES	
For use with Budget Entries only	
700000	Current/Capital/Travel Budget
710000	Current Expense Budget
740000	Fuel and Power Budget
750000	Travel Expense Budget
760000	Scholarship Budget
770000	Capital Expenditure Budget
INDIRECT COSTS	
790005	Indirect Costs

OFFICE & GENERAL CONTINUED	
720541	Medical Care and Related Supplies
720544	Memberships
720547	Moving/Relocation
720550	Office Supplies
720553	Other Office and General
720556	Postage and Handling
720559	Procurement Card
720562	Project Expenses
720565	Subscriptions
720568	Taxes and Assessments
720571	Wolverine Card
OFFICE EQUIP & FURNITURE	
720705	Equipment Repair-Office
720710	Office Equipment
720715	Office Furniture
720720	Computer Hardware/Parts
720725	Computer Network / Parts
RENTALS	
720805	Rentals-General
720810	Rentals-Space
TRAVEL	
750005	In State Travel
750010	In State Travel Motor Pool Charges
750015	Out State Travel
750020	Travel Advance
750025	Recruiting Travel
FINANCIAL AID	
These codes are to be used	
for transactions related to UVU	
students only	
760005	Cost of Princ and Int Cancel
760010	Scholarships-Federal
760015	Scholarships-State
760020	Scholarships-Private
760025	Scholarships-Exchange
760030	Scholarships-Food
760035	Scholarships-Housing
760040	Tuition Expense
760045	Tuition Refunds
760050	Tuition Waivers

UTAH VALLEY UNIVERSITY